

FUNDING COMMITMENT REPORT  
Service Provider Name: Conterra Ultra Broadband, LLC  
SPIN: 143025700  
Funding Year: 2007

Name of Billed Entity: HUMBOLDT UNIF SCHOOL DIST 22  
Billed Entity Address: 8766 E. HIGHWAY 69  
Billed Entity City: PRESCOTT VALLEY  
Billed Entity State: AZ  
Billed Entity Zip Code: 86314  
Billed Entity Number: 143195  
Contact Person's Name: Ben Pielstick  
Preferred Mode of Contact: EMAIL  
Contact Information: ben.pielstick@humboldtunified.com  
Form 471 Application Number: 584367  
Funding Request Number: 1623638  
Funding Status: Not Funded  
Category of Service: Telecommunications Service  
Form 470 Application Number: 189210000610242  
Contract Number: N/A  
Billing Account Number: 11605459  
Service Start Date: 07/01/2007  
Contract Expiration Date: 06/30/2012  
Number of Months Recurring Service Provided in Funding Year: 12  
Annual Pre-Discount Amount for Eligible Recurring Charges: \$203148.00  
Annual Pre-Discount Amount for Eligible Non-Recurring Charges: \$0.00  
Pre-Discount Amount: \$203148.00  
Applicant's Discount Percentage Approved by SLD: 78  
Funding Commitment Decision: \$0.00 - Selective - 28 Day Waiting Vio  
Funding Commitment Decision Explanation: The referenced RFP was not available for 28 days after the filing of the Form 470.  
ECDL Date: 01/16/2008  
Wave Number: 034  
Last Allowable Date for Delivery and Installation for Non-Recurring Services: 09/30/2008

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Contact Person's Name: Ben Pielstick  
Preferred Mode of Contact: EMAIL  
Contact Information: ben.pielstick@humboldtunified.com  
Form 471 Application Number: 584367  
Funding Request Number: 1623670  
Funding Status: Not Funded  
Category of Service: Internet Access  
Form 470 Application Number: 189210000610242  
Contract Number: N/A  
Billing Account Number: 11605459  
Service Start Date: 07/01/2007  
Contract Expiration Date: 06/30/2012  
Number of Months Recurring Service Provided in Funding Year: 12  
Annual Pre-Discount Amount for Eligible Recurring Charges: \$33000.00  
Annual Pre-Discount Amount for Eligible Non-Recurring Charges: \$0.00  
Pre-Discount Amount: \$33000.00  
Applicant's Discount Percentage Approved by SLD: 78  
Funding Commitment Decision: \$0.00 - Selective - 28 Day Waiting Vio  
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FCDL Date: 01/16/2008

Wave Number: 034


Last Allowable Date for Delivery and Installation for Non-Recurring Services: 09/30/2008

**DECLARATION OF DR. HENRY SCHMITT**  
**HUMBOLDT UNIFIED SCHOOL DISTRICT 22**

1. My name is Dr. Henry Schmitt. I am the Superintendent of the Humboldt Unified School District 22 ("Humboldt").
2. Ben Pielstick, Humboldt's IT Director, was responsible for filling out and posting to the Universal Service Administrative Company's ("USAC") website FCC Forms 470. In accordance with E-rate Program requirements and Arizona procurement laws, Ken Johnson, Humboldt's Purchasing Agent, was responsible for posting and setting the dates for Humboldt's RFP that was published on the Humboldt website and in a Prescott, Arizona newspaper.
3. On December 20, 2006, Humboldt posted an FCC Form 470 seeking telecommunications and Internet access services, indicating that the allowable contract date was January 17, 2007.
4. On January 2, 2007, Humboldt posted its RFP to its web site, indicating that the allowable contract date for the RFP was January 30, 2007. The RFP posted to Humboldt's website sets forth a timetable indicating that: (1) the FCC Form 470 was posted on USAC's website on December 20, 2006; (2) the RFP was posted on Humboldt's website on January 12, 2007; (3) all bid responses were due by January 23, 2007; and (4) the RFP close date was January 30, 2007. As required by Arizona procurement law, on January 8, 2007, Humboldt requested publication of its RFP on the next available date for one week in a Prescott newspaper.
5. Humboldt received three responsive bids and three Humboldt employees met to evaluate those bids on January 23, 2007. On January 29, 2007, one of the three Humboldt employees reviewing the bids prepared and sent a memorandum to Humboldt's Finance Director detailing the bid review process undertaken and requesting approval to award the RFP to Conterra Ultra Broadband, LLC ("Conterra"). No other bids were received by Humboldt between January 23, 2007 and January 30, 2007, the allowable contract date.
6. On February 6, 2007, I approved the recommendation to select Conterra as the service provider and sent this recommendation and approval to Humboldt's Governing Board. On February 7, 2007, I executed a WAN and Internet Access Telecommunications Service Agreement with Conterra and Humboldt filed its FCC Form 471 with USAC.
7. Even though a review of the bids took place during the 28-day period, the service provider was not officially selected until I approved the selection and sent my approval to the Governing Board for final approval on February 6, 2007. Further, the funds are not considered committed by Humboldt until Humboldt executed the contract on February 7, 2007.

8. I have reviewed the foregoing Joint Request for Review and Waiver and declare under penalty of perjury, that the facts stated with respect to Humboldt are true and correct to the best of my knowledge and belief.

Executed on this 17 day of March, 2008.



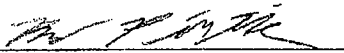
Dr. Henry Schmitt,  
Superintendent

Humboldt Unified School  
District 22

**DECLARATION OF BEN PIELSTICK**  
**HUMBOLDT UNIFIED SCHOOL DISTRICT 22**

1. My name is Ben Pielstick. I am the Lead Information Services ("IS") Specialist of Humboldt Unified School District 22 ("Humboldt").
2. As the Lead IS Specialist, I was responsible for completing FCC Forms 470 and 471 for E-rate funding. I am also the contact person on FCC Forms 470 and 471.
3. On December 20, 2006, I filed an FCC Form 470 with the Universal Service Administrative Company's ("USAC"), indicating that the allowable contract date was January 17, 2007.
4. I checked Box 9a on the FCC Form 470 indicating that Humboldt would subsequently post a Request for Proposal ("RFP") on the school website.
5. I have reviewed the foregoing Joint Request for Review and Waiver and declare under penalty of perjury, that the facts stated with respect to Humboldt's FCC Form 470 are true and correct to the best of my knowledge and belief.

Executed on this 17 day of March, 2008.

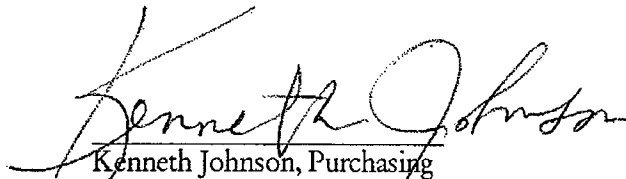
  
Ben Pielstick, Lead IS Specialist

Humboldt Unified School  
District 22

DECLARATION OF KENNETH JOHNSON  
HUMBOLDT UNIFIED SCHOOL DISTRICT 22

1. My name is Kenneth Johnson. I am the Purchasing Agent for Humboldt Unified School District 22 ("Humboldt").
2. As the Purchasing Agent for Humboldt, I was responsible for preparing and posting the Humboldt Request for Proposal # Digital 2006/2007 ("RFP") to Humboldt's website for Funding Year 2007. I also established the time table in the RFP, the bid due dates and the RFP close date pursuant to Arizona State procurement law. I was also responsible for ensuring the RFP complied with Arizona procurement law.
3. On January 2, 2007, upon approval from my supervisor, Kirk Waddle, Humboldt's Finance Director, I posted an RFP on Humboldt's website, indicating that bids were due on January 23, 2007 in compliance with the Arizona Administrative Code. I also established January 30, 2007 as the RFP close date.
4. I have reviewed the foregoing Joint Request for Review and Waiver and declare under penalty of perjury, that the facts stated therein are true and correct to the best of my knowledge and belief.

Executed on this 17 day of March, 2008.

  
Kenneth Johnson, Purchasing  
Agent

Humboldt Unified School  
District 22

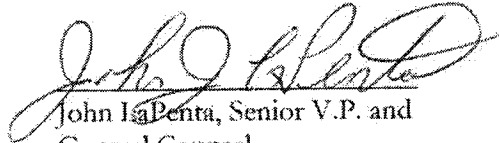


*Helping America Get Up to Speed™*

**DECLARATION OF JOHN LAPENTA**  
**CONTERRA ULTRA BROADBAND, LLC**

1. My name is John LaPenta. I am the Senior Vice President and General Counsel of Conterra Ultra Broadband, LLC ("Conterra"), a State of South Carolina Limited Liability Company. Conterra provides E-rate eligible telecommunications, Internet access and related services to school districts throughout the United States.
2. I have reviewed the foregoing Joint Request for Review and Waiver and declare under penalty of perjury, that the facts stated therein with respect to Conterra are true and correct to the best of my knowledge and belief.

Executed on this 13<sup>th</sup> day of March, 2008.

  
John LaPenta, Senior V.P. and  
General Counsel

Conterra Ultra Broadband, LLC

FCC Form

Approval by OMB  
3060-0806**470**

# Schools and Libraries Universal Service Description of Services Requested and Certification Form

Estimated Average Burden Hours Per Response: 4.0 hours

This form is designed to help you describe the eligible telecommunications-related services you seek so that this data can be posted on the Fund Administrator website and interested service providers can identify you as a potential customer and compete to serve you.

Please read instructions before beginning this application.

(To be completed by entity that will negotiate with providers.)

## Block 1: Applicant Address and Identifications

Form 470 Application Number: 189210000610242

Applicant's Form Identifier: 01-WAN

Application Status: CERTIFIED

Posting Date: 12/20/2006

Allowable Contract Date: 01/17/2007

Certification Received Date: 01/17/2007

## 1. Name of Applicant:

HUMBOLDT UNIF SCHOOL DIST 22

## 2. Funding Year:

07/01/2007 - 06/30/2008

## 3. Your Entity Number

143195

## 4a. Applicant's Street Address, P.O.Box, or Route Number

8766 E. HIGHWAY 69

City

PRESCOTT VALLEY

State

AZ

Zip Code

86314

## b. Telephone number

(928) 759- 4000

## c. Fax number

(928) 759- 4020

## 5. Type Of Applicant

☒ Individual School (individual public or non-public school)☒ School District (LEA; public or non-public[e.g., diocesan] local district representing multiple schools)☒ Library (including library system, library outlet/branch or library consortium as defined under LSTA)☒ Consortium (intermediate service agencies, states, state networks, special consortia of schools and/or libraries)

## 6a. Contact Person's Name: Ben Pielstick

First, if the Contact Person's Street Address is the same as in **Item 4** above, check this box. If not, please complete the entries for the Street Address below.

## 6b. Street Address, P.O.Box, or Route Number

☒ 8766 E. HIGHWAY 69

City

State

Zip Code

AR0008



<b>PRESCOTT VALLEY</b>	<b>AZ</b>	<b>86314</b>
Check the box next to your preferred mode of contact and provide your contact information. One box <b>MUST</b> be checked and an entry provided.		
<input checked="" type="checkbox"/> 6c. Telephone Number	(928) 759- 5015	
<input checked="" type="checkbox"/> 6d. Fax Number	(928) 759- 4020	
<input checked="" type="checkbox"/> 6e. E-mail Address	ben.pielstick@humboldtunified.com	

**Block 2: Summary Description of Needs or Services Requested**

<b>7 This Form 470 describes (check all that apply):</b>
a. <input checked="" type="checkbox"/> Tariffed or month-to-month services to be provided without a written contract. A new Form 470 must be filed for non-contracted tariffed or month-to-month services for each funding year.
b. <input checked="" type="checkbox"/> Services for which a new written contract is sought for the funding year in Item 2. Check if you are seeking <input checked="" type="checkbox"/> a multi-year contract and/or <input checked="" type="checkbox"/> a contract featuring voluntary extensions
c. <input checked="" type="checkbox"/> A multi-year contract signed on or before 7/10/97 but for which no Form 470 has been filed in a previous funding year.
<b>NOTE: Services that are covered by a signed, written contract executed pursuant to posting of a Form 470 in a previous funding year OR a contract signed on/before 7/10/97 and previously reported on a Form 470 as an existing contract do NOT require filing of a new Form 470.</b>

What kinds of service are you seeking: Telecommunications Services, Internet Access, Internal Connections Other than Basic Maintenance, or Basic Maintenance of Internal Connections? Refer to the Eligible Services List at [www.sl.universalservice.org](http://www.sl.universalservice.org) for examples. Check the relevant category or categories (8, 9, 10 and/or 11 below), and answer the questions in each category you select.

**8 ☒ Telecommunications Services**

**Do you have a Request for Proposal (RFP) that specifies the services you are seeking ? If you check YES, your RFP must be available to all interested bidders for at least 28 days. If you check YES and your RFP is not available to all interested bidders, or if you check NO and you have or intend to have and RFP, you risk denial of your funding requests.**

a ☒ **YES**, I have released or intend to release an RFP for these services. It is available or will become available on the Web at <http://www.humboldtunified.com> or via (check one):  
☒ the Contact Person in Item 6 or ☐ the contact listed in Item 12.

b ☒ **NO**, I have not released and do not intend to release an RFP for these services.

**Whether you check YES or NO, you must list below the Telecommunications Services you seek. Specify each service or function (e.g., local voice service) and quantity and/or capacity (e.g., 20 existing lines plus 10 new ones). See the Eligible Services List at [www.sl.universalservice.org](http://www.sl.universalservice.org) for examples of eligible Telecommunications services. Remember that only eligible telecommunications providers can provide these services under the universal service support mechanism. Attach additional lines if needed.**

c <input checked="" type="checkbox"/> Check this box if you prefer discounts on your bill.	<input checked="" type="checkbox"/> Check this box if you prefer reimbursement after paying your bill in full.	<input type="checkbox"/> Check this box if you do not have a preference.
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Service or Function:	Quantity and/or Capacity:
Digital Transmission Services	Districtwide - Minimum 50 Mbps per site scaleable to 300+ Mbps within the life of the contract - see RFP

AR0009

**9 ☒ Internet Access**

**Do you have a Request for Proposal (RFP) that specifies the services you are seeking ? If you check YES, your RFP must be available to all interested bidders for at least 28 days. If you check YES and your RFP is not available to all interested bidders, or if you check NO and you have or intend to have and RFP, you risk denial of your funding requests.**

**a ☒ YES**, I have released or intend to release an RFP for these services. It is available or will become available on the Web at **<http://www.humboldtunified.com>** or via (check one):

☒ the Contact Person in Item 6 or ☐ the contact listed in Item 12.

**b ☐ NO**, I have not released and do not intend to release an RFP for these services.

**Whether you check YES or NO**, you must list below the Internet Access Services you seek. Specify each **service or function** (e.g., monthly Internet service) and quantity and/or capacity (e.g., for 500 users). See the Eligible Services List at [www.sl.universalservice.org](http://www.sl.universalservice.org) for examples of eligible Telecommunications services. Remember that only eligible telecommunications providers can provide these services under the universal service support mechanism. Attach additional lines if needed.

**c ☒ Check this box if you prefer discounts on your bill.**

☐ Check this box if you prefer reimbursement after paying your bill in full.

☐ Check this box if you do not have a preference.

Service or Function:	Quantity and/or Capacity:
Internet Access	Districtwide - Minimum 6 Mbps scalable to 45+ Mbps within the life of the contract - see RFP

**10 ☐ Internal Connections Other than Basic Maintenance**

**Do you have a Request for Proposal (RFP) that specifies the services you are seeking ? If you check YES, your RFP must be available to all interested bidders for at least 28 days. If you check YES and your RFP is not available to all interested bidders, or if you check NO and you have or intend to have and RFP, you risk denial of your funding requests.**

**a ☐ YES**, I have released or intend to release an RFP for these services. It is available or will become available on the Web at or via (check one):

☐ the Contact Person in Item 6 or ☐ the contact listed in Item 12.

**b ☐ NO**, I have not released and do not intend to release an RFP for these services.

**Whether you check YES or NO**, you must list below the Internal Connections Services you seek. Specify each **service or function** (e.g., a router, hub and cabling) and quantity and/or capacity (e.g., connecting 1 classroom of 30 students). See the Eligible Services List at [www.sl.universalservice.org](http://www.sl.universalservice.org) for examples of eligible Telecommunications services. Remember that only eligible telecommunications providers can provide these services under the universal service support mechanism. Attach additional lines if needed.

**c ☐ Check this box if you prefer discounts on your bill.**

☐ Check this box if you prefer reimbursement after paying your bill in full.

☐ Check this box if you do not have a preference.

**11 ☐ Basic Maintenance of Internal Connections**

**Do you have a Request for Proposal (RFP) that specifies the services you are seeking ? If you check YES, your RFP must be available to all interested bidders for at least 28 days. If you check YES and your RFP is not available to all interested bidders, or if you check NO and you have or intend to have and RFP, you risk denial of your funding requests.**

**a ☐ YES**, I have released or intend to release an RFP for these services. It is available or will become available on the Web at or via (check one):

☐ the Contact Person in Item 6 or ☐ the contact listed in Item 12.

**b ☐ NO**, I have not released and do not intend to release an RFP for these services.

AR0010

**Whether you check YES or NO**, you must list below the Basic Maintenance Services you seek. Specify each **service or function** (e.g., basic maintenance of routers) and quantity and/or capacity (e.g., for 10 routers). See the Eligible Services List at [www.sl.universalservice.org](http://www.sl.universalservice.org) for examples of eligible Telecommunications services. Remember that only eligible telecommunications providers can provide these services under the universal service support mechanism. Attach additional lines if needed.

☒ **Check this box if you prefer discounts on your bill.**

☒ **Check this box if you prefer reimbursement after paying your bill in full.**

☐ **Check this box if you do not have a preference.**

**12 (Optional)** Please name the person on your staff or project who can provide additional technical details or answer specific questions from service providers about the services you are seeking. This need not be the contact person listed in Item 6 nor the Authorized Person who signs this form.

Name:

**Ben Pielstick**

Title:

**Lead Information Services Specialist**

Telephone number

**(928) 759 - 5015**

Fax number

**(928) 759 - 4020**

E-mail Address

**ben.pielstick@humboldtunified.com**

**13a.** ☒ Check this box if there are any restrictions imposed by state or local laws or regulations on how or when service providers may contact you or on other bidding procedures. Please describe below any such restrictions or procedures, and/or a Web address where they are posted and provide a contact name and telephone number.

**Humboldt Unified School District follows procurement guidelines as stated in Arizona Statute, and prefers to work with Mohave, TCPN, and/or State Contract vendors.**

☐ Check this box if no state and local procurement/competitive bidding requirements apply to the procurement of services sought on this Form 470.

**13b.** If you have plans to purchase additional services in future years, or expect to seek new contracts for existing services, you may summarize below (including the likely timeframes). If you are requesting services for a funding year for which a Form 470 cannot yet be filed online, include that information here.

### Block 3: Technology Resources

**14.** ☒ **Basic telephone service only:** If your application is for basic telephone service and voice mail only, check this box and skip to Item 16. Basic telephone service is defined as wireline or wireless single line voice service (local, cellular/PCS, and/or long distance) and mandatory fees associated with such service (e.g., federal and state taxes and universal service fees).

**15.** Although the following services and facilities are ineligible for support, they are usually necessary to make effective use of the eligible services requested in this application. Unless you indicated in Item 14 that your application is ONLY for basic telephone service, you must check at least one box in (a) through (e). You may provide details for purchases being sought.

**a.** Desktop software: Software required ☒ has been purchased; and/or ☐ is being sought.

**b.** Electrical systems: ☒ adequate electrical capacity is in place or has already been arranged; and/or ☐ upgrading for additional electrical capacity is being sought.

**AR0011**

- c. Computers: a sufficient quantity of computers ☒ has been purchased; and/or ☐ is being sought.
- d. Computer hardware maintenance: adequate arrangements ☒ have been made; and/or ☐ are being sought.
- e. Staff development: ☒ all staff have had an appropriate level of training /additional training has already been scheduled; and/or ☐ training is being sought.
- f. Additional details: Use this space to provide additional details to help providers to identify the services you desire.

#### Block 4: Recipients of Service

#### 16. Eligible Entities That Will Receive Services:

Check the ONE choice (Item 16a, 16b or 16c) that best describes this application and the eligible entities that will receive the services described in this application. You will then list in Item 17 the entity/entities that will pay the bills for these services.

- a. ☒ Individual school or single-site library.
- b. ☒ Statewide application for (enter 2-letter state code) representing (check all that apply):
- ☐ All public schools/districts in the state:
  - ☐ All non-public schools in the state:
  - ☐ All libraries in the state:

If your statewide application includes INELIGIBLE entities, check here. ☐ If checked, complete Item 18.

- c. ☒ School district, library system, or consortium application to serve multiple eligible entities:

Number of eligible sites	11
<i>For these eligible sites, please provide the following</i>	
Area Codes (list each unique area code)	Prefixes associated with each area code (first 3 digits of phone number) separate with commas, leave no spaces
928	759

#### 17. Billed Entities

17. Billed Entities: List the entity/entities that will be paying the bills directly to the provider for the services requested in this application. These are known as Billed Entities. At least one line of this item must be completed. If a Billed Entity cited on your Form 471 is not listed below, funding may be denied for the funding requests associated with this Form 470.

Entity	Entity Number
HUMBOLDT UNIF SCHOOL DIST 22	143195

AR0012

**18. Ineligible Participating Entities**

List the names of any entity/entities here for whom services are requested that are not eligible for the Universal Service Program.

Ineligible Participating Entity	Area Code	Prefix
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**Block 5: Certification and Signature****19. ☒ I certify that the applicant includes:(Check one or both.)**

- a. ☒ schools under the statutory definitions of elementary and secondary schools found in the **No Child Left Behind Act of 2001, 20 U.S.C.Secs.7081(18) and (38)**, that do not operate as for-profit businesses, and do not have endowments exceeding \$50 million; and/or
- b. ☒ libraries or library consortia eligible for assistance from a State library administrative agency under the Library Services and Technology Act of 1996 that do not operate as for-profit businesses and whose budgets are completely separate from any school (including, but not limited to elementary and secondary schools, colleges and universities).

**20. ☒ I certify that all of the individual schools, libraries, and library consortia receiving services under this application are covered by technology plans that are written, that cover all 12 months of the funding year, and that have been or will be approved by a state or other authorized body, an SLD-certified technology plan approver, prior to the commencement of service. The plans were written at the following level(s):**

- a. ☒ individual technology plans for using the services requested in the application, and/or
- b. ☒ higher-level technology plans for using the services requested in the application, or
- c. ☒ no technology plan needed; application requests basic local, cellular, PCS, and/or long distance telephone service and/or voice mail only

**21. ☒ I certify that I will post my Form 470 and (if applicable) make my RFP available for at least 28 days before considering all bids received and selecting a service provider. I certify that all bids submitted will be carefully considered and the bid selected will be for the most cost-effective service or equipment offering, with price being the primary factor, and will be the most cost-effective means of meeting educational needs and technology plan goals. I certify that I will retain required documents for a period of at least five years after the last day of service delivered. I certify that I will retain all documents necessary to demonstrate compliance with the status and Commission rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts. I acknowledge that I may be audited pursuant to participation in the schools and libraries program.**

**22. ☒ I certify that the services the applicant purchases at discounts provided by 47 U.S.C. Sec. 254 will be used solely for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. Sec. 54.500(k). Additionally, I certify that the entity or entities listed on this application have not received anything of value or a promise of anything of value, other than the services and equipment sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services.**

**23. ☒ I acknowledge that support under this support mechanism is conditional upon the school(s) and/or library(ies) I represent securing access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support.**

**24. ☒ I certify that I am authorized to order telecommunications and other supported services for the eligible entity (ies). I certify that I am authorized to submit this request on behalf of the eligible entity(ies) listed on this application, that I have examined this request, and to the best of my knowledge, information, and belief, all statements of fact contained herein are true.**

**25. ☒ I certify that I have reviewed all applicable state and local procurement/competitive bidding requirements and that I have complied with them. I acknowledge that persons willfully making false statements on this form can be punished by fine or forfeiture, under the Commissions Act, 47 U.S.C. Secs. 502, 503(b), or fine or imprisonment under**

AR0013

Title 18 of the United States Code, 18 U.S.C. Sec. 1001.

26. ☒ I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program.

27. Signature of authorized person: ☒

28. Date (mm/dd/yyyy): 01/17/2007

29. Printed name of authorized person: Ben Pielstick

30. Title or position of authorized person: Lead Information Services Specialist

31a. Address of authorized person: 8766 E. Highway 69  
City: Prescott Valley State: AZ Zip: 86314

31b. Telephone number of authorized person: (928) 759 - 5015

31c. Fax number of authorized person: (928) 7594020

31d. E-mail address number of authorized person: ben.pielstick@humboldtunified.com

31e. Name of authorized person's employer: Humboldt Unified School District

**Service provider involvement with preparation or certification of a Form 470 can taint the competitive bidding process and result in the denial of funding requests. For more information, refer to the SLD web site at [www.sl.universalservice.org](http://www.sl.universalservice.org) or call the Client Service Bureau at 1-888-203-8100.**

**NOTICE:** Section 54.504 of the Federal Communications Commission's rules requires all schools and libraries ordering services that are eligible for and seeking universal service discounts to file this Description of Services Requested and Certification Form (FCC Form 470) with the Universal Service Administrator. 47 C.F.R. § 54.504. The collection of information stems from the Commission's authority under Section 254 of the Communications Act of 1934, as amended. 47 U.S.C. § 254. The data in the report will be used to ensure that schools and libraries comply with the competitive bidding requirement contained in 47 C.F.R. § 54.504. All schools and libraries planning to order services eligible for universal service discounts must file this form themselves or as part of a consortium.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

The FCC is authorized under the Communications Act of 1934, as amended, to collect the information we request in this form. We will use the information you provide to determine whether approving this application is in the public interest. If we believe there may be a violation or a potential violation of any applicable statute, regulation, rule or order, your application may be referred to the Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing the statute, rule, regulation or order. In certain cases, the information in your application may be disclosed to the Department of Justice or a court or adjudicative body when (a) the FCC; or (b) any employee of the FCC; or (c) the United States Government is a party of a proceeding before the body or has an interest in the proceeding. In addition, information provided in or submitted with this form or in response to subsequent inquiries may also be subject to disclosure consistent with the Communications Act of 1934, FCC regulations, the Freedom of Information Act, 5 U.S.C. § 552, or other applicable law.

If you owe a past due debt to the federal government, the information you provide may also be disclosed to the Department of the Treasury Financial Management Service, other Federal agencies and/or your employer to offset your salary, IRS tax refund or other payments to collect that debt. The FCC may also provide the information to these agencies through the matching of computer records when authorized.

If you do not provide the information we request on the form, the FCC may delay processing of your application or may return your application without action.

The foregoing Notice is required by the Paperwork Reduction Act of 1995, Pub. L. No. 104-13, 44 U.S.C. § 3501, et seq.

Public reporting burden for this collection of information is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing, and reviewing the collection of information. Send comments

**AR0014**

regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the reporting burden to the Federal Communications Commission, Performance Evaluation and Records Management, Washington, DC 20554.

Please submit this form to:

**SLD-Form 470  
P.O. Box 7026  
Lawrence, Kansas 66044-7026  
1-888-203-8100**

For express delivery services or U.S. Postal Service, Return Receipt Requested, mail this form to:

**SLD Forms  
ATTN: SLD Form 470  
3833 Greenway Drive  
Lawrence, Kansas 66046  
1-888-203-8100**

FCC Form 470  
November 2004

New Search

Return To Search Results

**AR0015**

## Humboldt Unified School District #22

### Request for Proposal #Digital2006/07

Requested bids for: Digital Transmission Services District Wide.

RFP Due Date: January 23, 2007 at 12:00 Noon Arizona Time.

RFP Opening Location: Humboldt Unified School District #22

District Office

8766 E. Highway 69

Prescott Valley, Arizona 86314

IS Department Suite H.

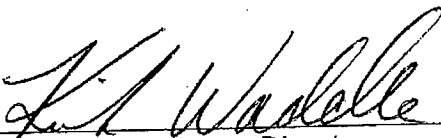
In accordance with School District Procurement Rules in the Arizona Administrative Code (A.C.C.), promulgated by the State Board of Education and pursuant to A.R.S. 15-213, sealed bids for Digital Transmission Services will be received by the Humboldt Unified School District #22, at the above specified location, until the time and date stated.

Bids received by the correct time and date will be opened and publicly read. Bids not received by the correct time and date will not be opened or accepted.

Questions regarding the Request for Proposal may be directed to the IS Department, Ben Pielstick (928) 759-5015.

Proposals must be submitted with a completed, signed, signature page and in a sealed envelope with the RFP number and the submitting firm's name and address clearly written on the face of the envelope. All bids will be opened at the District Office, Suite H, at 1 p.m. on January 23, 2007 and vendor selection made at that time.

Authorization:

  
Kirk Waddle, Finance Director

  
Date

Contents

AR0016



Humboldt Unified School District #22

Request for Proposal #Digital2006/07

Section	Page
Instructions to Vendors	3
Bid Specifications	4-5
Terms and conditions	6
Signature page	7
Non-collusion page	8

## Humboldt Unified School District #22

### Request for Proposal #Digital2006/07

#### Instructions to Vendors

Humboldt Unified School District is seeking bids for converged voice, video, and data network services providing connectivity to all schools and the HUSD district office. This RFP is designed to be open to accommodate a wide variety of solutions from as many different vendors as possible in order to insure the best solution possible to meet the needs of the district.

#### Project Overview

Humboldt Unified School District seeks proposals to establish a 60 month contract with a Service Provider to install and provide **High Bandwidth Wide Area Network Voice, Video, and Data Services and Internet Access** to the campuses listed below. The network must have the ability to apply rate limiting guarantees to specific packet types to ensure Quality of Service for all communication protocols. The media of this network is undetermined, and all modes will be considered (ie. Wireless -licensed and/or unlicensed- and/or fiber optic cable and/or high speed copper cable or any combination thereof), provided SLA guarantees. All bidders must be eligible telecommunications providers able to provide telecommunications services and support under the universal service support mechanism and approved by State of Arizona as a telecommunications provider. All bidders should consider the location of the school district; the current and future wireless environment in and around the schools in the district, as well as the current and future status of development plans in and around the schools in the district. Specific school information is available at <http://www.ade.state.az.us>, or from the contact listed in this document.

Code	School Name	Physical Address
10-02-06-001	Humboldt Unified District	8766 E. Highway 69, Prescott Valley, AZ 86314
10-02-06-002	Bradshaw Mtn High School	6000 Long Look Dr, Prescott Valley, AZ 86314
10-02-06-003	Bradshaw Mtn East H.S	6411 N. Robert Rd, Prescott Valley, AZ 86314
10-02-06-004	Bradshaw Mtn. Middle School	12255 Turquoise Circle, Prescott Valley, AZ 86314
10-02-06-005	Coyote Springs Elementary	8101 E Highway 89-A, Prescott Valley, AZ 86314
10-02-06-006	Glassford Hill Middle School	6901 Panther Path, Prescott Valley, AZ 86314
10-02-06-007	Humboldt Elementary	2750 S. Corral St, Humboldt, AZ 86329
10-02-06-008	Liberty Traditional School	3300 N. Lake Valley Rd, Prescott Valley, AZ 86314
10-02-06-009	Lake Valley Elementary	3900 N. Starlight Dr., Prescott Valley AZ 86314
10-02-06-010	Mountain View Elementary	8601 E. Loos Dr., Prescott Valley AZ 86314
10-02-06-011	Granville Elementary	5250 Stover Dr., Prescott Valley AZ 86314

## Humboldt Unified School District #22

### Request for Proposal #Digital2006/07

- Costs and time to implement scalability to include additional school sites or additional bandwidth to all sites or to the Internet.
- List of service personnel including title, certifications and location, available to provide local or remote support.

### Other Considerations

- System provided as designed must be installed with no upfront costs to Humboldt Unified School District.
- Winning bidder must have a current, valid SPIN number from SLD to provide Telecommunication Services under the E-Rate program.
- ~~Contract must have a cancellation clause providing Humboldt Unified School District, without penalty, in the event that this project is not funded by the E-Rate program.~~
- Final contract will be subject to negotiation between vendor and Humboldt Unified School District, and must comply with all applicable legal requirements.
- Vendor is responsible for all zoning, permitting, licensing, or other requirements applicable to the technology deployed.

### Timetable

- Form 470 filed December 20, 2006
- RFP published January 2, 2007
- All inquiries to be submitted via email to Ben Pielstick at (928)759-5015 or [ben.pielstick@humboldtunified.com](mailto:ben.pielstick@humboldtunified.com) by January 23, 2007
- RFP closed January 30, 2007
- Board approval date TBD.
- Start service date July 1, 2007 or 30 days after receipt of FCDL pending contract terms and financial viability to Humboldt Unified School District.

## Humboldt Unified School District #22

### Request for Proposal #Digital2006/07

#### Bid Specifications

#### Technical Requirements

- Minimum WAN bandwidth to each location – 50Mbps, scalable to a minimum of 300Mbps within the lifetime of the contract.
- Minimum Internet bandwidth 6Mbps, scalable to a minimum of 45Mbps within the lifetime of the contract.
- QoS enabled and managed by the vendor with input from HUSD IT staff to ensure proper bandwidth allocation to all network services.
- Network must support IP Multi-cast for desktop computer image deployment and sideband T1 for existing digital telephone systems.
- SNMP/CDP monitoring and read only console access to all layer 2-7 devices for HUSD IT staff to assist in identifying and troubleshooting local and wide area network issues.
- Service Level Agreement must indicate 99.99% reliability.
- Vendor must provide 24/7 monitoring and support, with on site availability within 4 hours if needed.

#### Data Network

Presently the schools in the Humboldt Unified School District are on their own separate class B subnet, operating multiple VLANs and routing out to PSTN via PRI T1, and Internet via a 6mbps ATM link located at Bradshaw Mountain Middle School. Telephony services will be relocated to the District Office (DO) with a new Internet link being established as part of this project at the DO as well, provided all sites are configured with dedicated 50Mbps access to the DO, or shared access with greater bandwidth equal or greater in total to 50Mbps per site connecting over any shared links. All local area routing will be handled by Cisco routing equipment already in place at each site.

- Bid to include detailed timeline and guaranteed time to completion.
- Bid to include specifications and part numbers of all electronic devices to be deployed as part of services provided.

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

Request for Bids RFB #DIGITAL2006/07

Signature and Offer Page

Name of Firm: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

Request for Bids RFB #DIGITAL2006/07

NON-COLLUSION AFFIDAVIT

State of Arizona                     )  
  ) ss.  
County of                            )

\_\_\_\_\_, affiant, the  
\_\_\_\_\_ of  
(TITLE)

\_\_\_\_\_  
(NAME OF COMPANY)

The person, corporation or company who makes the accompanying Proposal, having first been duly sworn, deposes and says:

That such proposal is genuine and not sham or collusive, nor made in the interest or behalf of any person herein named, and that the Bidder has not directly or indirectly induced or solicited any other Bidder to put in a sham bid, or any other person, firm or corporation to refrain from bidding, and that the Bidder has not in any manner sought by collusion to secure for itself an advantage over any other Bidder.

\_\_\_\_\_  
\_\_\_\_\_  
(TITLE)

Subscribes and sworn to before me this  
\_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
SIGNATURE OF NOTARY PUBLIC  
IN AND FOR THE

COUNTY OF \_\_\_\_\_

STATE OF \_\_\_\_\_

(My Commission Expires \_\_\_\_\_, 20\_\_)

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

Request for Bids RFB #DIGITAL2006/07

*Registered Sex Offender Restriction. Pursuant to this order, the named vendor agrees by acceptance of this order that no employee of the vendor or a subcontractor of the vendor, who has been adjudicated to be a registered sex offender, will perform work on District premises or equipment at any time when District students are, or are reasonably expected to be, present. The vendor further agrees by acceptance of this order that a violation of this condition shall be considered a material breach and may result in a cancellation of the order at the District's discretion.*

Adopted: December 5, 2006

LEGAL REF.: A.R.S. 15-213

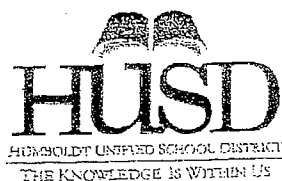
38-511

41-2632

A.G.O. I83-136

A.A.C. R7-2-1001 *et seq.*

U.S.F.R. VI-G-8 *et seq.*



## HUMBOLDT UNIFIED SCHOOL DISTRICT #22

Dr. Henry E. Schmitt, Superintendent  
8766 E. Hwy. 69, Prescott Valley, AZ 86314  
ph. (928) 759-4000 • fax (928) 759-4020

January 8, 2007

Prescott Newspapers  
Prescott, Arizona  
FAX 759-5672

Attn: Legal Ads

Please publish the following Legal Notice Ad twice, with one week spacing, first available opening. Charge to our open advertising purchase order. Thanks for your help!

Legal Ad copy:

### HUMBOLDT UNIFIED SCHOOL DISTRICT #22

#### Request for Proposal RFP #DIGITAL2006/07

In accordance with School District Procurement Rules in the Arizona Administrative Code (A.C.C.), promulgated by the State Board of Education, and pursuant to A.R.S. 15-213, sealed bid proposals for Wide Area Network/Internet Digital Services for all HUSD #22 sites within the District, will be received until 12:00 Noon Arizona Time, January 23, 2007, at the District Office, Suite H, 8766 East Highway 69, Prescott Valley, Arizona 86314.

A copy of RFP #Digital2006/07 may be obtained by phoning Ken Johnson, Purchasing Agent for the District, at 928-759-5011, during normal business hours.

All proposals must be submitted in a sealed envelope with the RFP number and firm's name clearly written on the face of the envelope. Sealed bid proposals received late will not be opened or accepted.

HUSD #22 reserves the right to reject any and all proposals, to waive formalities, and to accept the proposal deemed to be in the best interest of the District.



## AR0025

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

RFP #DIGITAL2006/07

Selection Analysis Matrix

	Price (35%)	Technical (25%) Requirements	Experience (25%)	Service (10%)	RFP (5%) O.K.
Phil					
Ben					
Ken					

Phil				
Ben				
Ken		<b>Redacted</b>		

Phil				
Ben				
Ken				

Phil				
Ben				
Ken				

Notes:

Evaluated by Phil Young, Ben Pielstick, Ken Johnson, January 23, 2007.

Compostire scores: \_\_\_\_\_;

Conterra \_\_\_\_\_.

Signed Ken Johnson

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

RFP #DIGITAL2006/07

Selection Analysis Matrix

Qwest -

	Price (35%)	Technical (25%) Requirements	Experience (25%)	Service (10%)	RFP (5%) O.K.
Phil					
Ben					
Ken					

Phil					
Ben					
Ken					

**Redacted**

Phil					
Ben					
Ken					

Phil					
Ben					
Ken					

Notes:

Evaluated by Phil Young, Ben Pielstick, Ken Johnson, January 23, 2007.

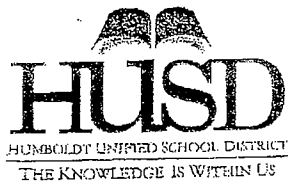
Compostire scores: (

Conterra ☒

Signed

Buller





## HUMBOLDT UNIFIED SCHOOL DISTRICT #22

*Dr. Henry E. Schmitt, Superintendent*

8766 E. Hwy. 69, Prescott Valley, AZ 86314

ph. (928) 759-4000 • fax (928) 759-4020

---

Office Memo

January 29, 2007

To: Kirk Waddle

Fr: Ken Johnson

Subject: Request for Board Approval vendor award RFP #DIGITAL2006/07

Attached are the evaluation summaries for the RFP #DIGITAL2006/07.

There were five bids received. Three were compliant, submitted by

Two were partial submissions, one by Qwest, bidding internet service only; the other by Bulleri Networks, which was simply a quote sheet. Neither Qwest or Bulleri were considered because of incomplete submissions and both were sent a thank you letter for their participation.

**Redacted**

Therefore, Board Approval is requested to award the RFP #DIGITAL2006/07 to Conterra Ultra Broadband, LLC, Charlotte, North Carolina, subject to approval of Federal E-Rate funding application of the District. The committee felt all three finalists were nearly equal in experience and technology in wide area networking, particularly experienced developing networks with school districts. All three provided thorough service performance commitments and adequate solutions to interface the District's present NEC communications system. Conterra submitted the most effective costs.

Ken Johnson, PA

# HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 9C  
FROM: Phil Young, Director of Human Resources Reading  
DATE: February 6, 2007 Discuss X  
SUBJECT: Approval to Award RFP #DIGITAL2006-07 to Action X  
Conterra Ultra Broadband, LLC

OBJECTIVE: Goal #1 Raise the level of Student Achievement  
and #2 Focus on Planning for Future Student Needs

## SUPPORTING DATA:

On January 2, 2007, the Governing Board approved the issuance of a Request for Proposal (RFP) for a District High Speed Wide-Area Network. The need for this RFP stems from the ever-increasing need for a highly reliable, stable, and high speed wide-area network to support the instructional and support technology which is becoming integral to the success of the District's overall operation.

**Redacted**

## SUMMARY & RECOMMENDATION:

Five (5) sealed bids were received (see attached summary...actual bids are available at the District Office for review). Of those, two (2) did not fully comply with the RFP's specifications. Of the remaining three (3), Conterra Ultra Broadband, LLC, of Charlotte North Carolina offered the best overall bid and was selected by all three evaluators.

**Redacted**

Factoring in the District's 70% e-Rate reimbursement rate, the annual cost to the District for a high-speed and highly reliable wireless network will be ~\$71,000 over a five (5) year period. Having not received e-Rate funds for the past two (2) years, the District has been paying ~\$100,000 for current connectivity services, a cost that will be discontinued with the completion of the wireless network.

It is recommended that the Governing Board award the RFP #DIGITAL2006-07 to Conterra Ultra Broadband, LLC, of Charlotte North Carolina, subject to approval of the 2007-08 Priority 1 Federal e-Rate funding application of the District.

Approved for transmittal to the Governing Board: HE  
Dr. Henry E. Schmitt, Superintendent

Questions should be directed to: Ben Pielstick @ 759-5015, Phil Young @ 759-4006, or Ken Johnson @ 759-5011

AR0030

## WAN AND INTERNET ACCESS TELECOMMUNICATIONS SERVICE AGREEMENT

This Telecommunications Service Agreement (the "Agreement") is entered into as of this 7th day of February, 2007 (the "Effective Date"), by and between Conterra Ultra Broadband, LLC ("CONTERRA"), a limited liability company organized under the laws of the State of South Carolina, with its principal place of business located at 2101 Rexford Road, Suite 200E, Charlotte, North Carolina, 28211, and **Humboldt Unified School District 22** ("CUSTOMER"), with its principal place of business located at 8766 E. Highway 69, Prescott Valley, Arizona, 86314. This Agreement sets forth the terms and conditions under which CONTERRA will deploy and provide certain telecommunications and related services described herein (the "Services") for the CUSTOMER and CUSTOMER'S employees, agents and students. CONTERRA and CUSTOMER may be individually referred to herein as "party" or collectively as "parties."

### DEFINITIONS

"USAC" shall mean the Universal Service Administrative Company that administers the Universal Service Fund under the Federal Telecommunications Act of 1996, including the Schools and Libraries Division ("SLD") thereof.

"E-Rate" shall mean the Schools and Libraries Universal Support Mechanism administered by the Schools and Libraries Division ("SLD") of USAC.

"E-Rate Discount" shall mean the discount percentage approved by SLD for the current Funding Year, as defined by SLD, as shown on the Funding Commitment Decision Letter, and for which SLD agrees to provide E-Rate Funding.

"E-Rate Funding" shall mean (i) the agreement by SLD to provide funds through E-Rate to CUSTOMER to subsidize the provision of the Services to CUSTOMER, and (ii) the funds so provided.

"FCDL" shall mean the Funding Commitment Decision Letter issued by SLD to the CUSTOMER and CONTERRA notifying CUSTOMER and CONTERRA of approval by SLD of E-Rate Funding.

"Certification" shall mean the verification by CONTERRA, as acknowledged by CUSTOMER, that the Services meet the performance requirements set forth in Attachment A.

"Deficient Minutes" shall be the total number of minutes in a calendar month that are in excess of the number of minutes of path non-availability permitted by the terms of the Services level standards that CONTERRA is required to meet under the terms of this Agreement.

"Deficiency Credit" shall mean an amount equal to the total number of Deficient Minutes in the calendar month for which such Deficiency Credit is sought multiplied by a fraction of which the numerator is the Monthly Service Fee and the denominator is the number of days in the relevant month.

"Equipment" shall mean the CONTERRA-owned service and related equipment deployed and maintained by CONTERRA and used in the provision of the Services to CUSTOMER.

"Service Locations" shall mean the location(s) specified in Attachment A at which Equipment is deployed.

"Non-Recurring Charge" shall mean that portion of the total charge for the provision of the Services under this Agreement that is designated as the non-recurring charge listed on Attachment A for the use of the Equipment.

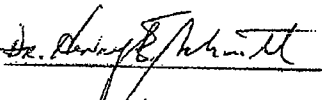
"Monthly Service Fee" shall, during the Initial Term and any extension hereof contemplated by Section 9 of this Agreement, mean the monthly service charge listed on Attachment A. Following the Initial Term and the expiration of any such extensions, the "Monthly Service Fee" shall mean the then current month-to-month service rate set by CONTERRA upon thirty (30) days prior written notice to CUSTOMER.

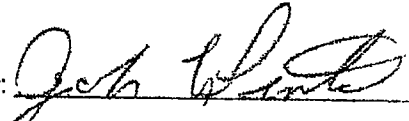
- As indicated in this Agreement, there is no contractual, technical, or other limitation that would prevent Conterra from using its network equipment in part for other customers.

BY SIGNING BELOW, I AUTHORIZE DEPLOYMENT AND ACKNOWLEDGE THAT I HAVE READ, FULLY UNDERSTAND, AND AGREE TO ALL OF THE PRECEEDING TERMS AND CONDITIONS SET OUT IN THIS AGREEMENT AND THE POLICIES INCORPORATED HEREIN BY REFERENCE.

Humboldt Unified School District 22

Conterra Ultra Broadband, LLC

By:   
Name Henry E. Schmidt

By:   
Name John J. LaPenta

Superintendent  
Title

Sr VP + General Counsel  
Title

2-7-07  
Date

2-7-07  
Date



FCC Form 471

Do not write in this area.

Approval by OMB  
3060-0806**Schools and Libraries Universal Service  
Description of Services Ordered and Certification Form 471****Estimated Average Burden Hours per Response: 4 hours**

This form asks schools and libraries to list the eligible telecommunications-related services they have ordered and estimate the annual charges for them so that the Fund Administrator can set aside sufficient support to reimburse providers for services.

**Please read instructions before beginning this application. (You can also file online at [www.sl.universalservice.org](http://www.sl.universalservice.org).)**

**The instructions include information on the deadlines for filing this application.**

Applicant's Form Identifier

(Create your own code to identify THIS form 471) 01-WAN

Form 471 Application#

(To be assigned by administrator)

584367

**Block 1: Billed Entity Information** (The "Billed Entity" is the entity paying the bills for the service listed on this form.)**1 a** Name of Billed Entity HUMBOLDT UNIF SCHOOL DIST 22**2 a** Funding Year: July 1, 2007 Through June 30: 2008

Billed Entity Number: 143195

**4 a** Street Address, P.O. Box, or Routing Number 8766 E. HIGHWAY 69

City PRESCOTT VALLEY

State AZ

Zip Code 86314

**5 a** Type of Application

- ☐ Individual School (individual public or non-public school)  
☒ School District (LEA; public or non-public [e.g. diocesan] local district representing multiple schools)  
☐ Library (including library system, library outlet/branch or library consortium as defined under LSTA)  
☐ Consortium ☐ Check here if any members of this consortium are ineligible or non-governmental entities

**6** Contact Person's Name

Ben Pielstick

First, if the Contact Person's Street Address is the same as in Item 4, check this box. ☐ If not, please complete the entries for the Street Address below.

**b** Street Address, P.O. Box, or Routing Number 8766 E. HIGHWAY 69

City PRESCOTT VALLEY

State AZ

Zip Code 86314

Page 1 of 7



FCC Form 471 - November 2004

Entity Number 143195

Contact Person Ben Pielstick

Applicant's Form Identifier 01-WAN

Phone Number 928-759-4000

AR0033

This information will facilitate the processing of your applications. Please complete all rows that apply to services for which you are requesting discounts. Complete this information on the FIRST Form 471 you file, to encompass this and all other Forms 471 you will file for this funding year. You need not complete this information on subsequent Forms 471. Provide your best estimates for the services ordered across ALL of your Forms 471.

**Schools/school districts complete Item 7. Libraries complete Item 8. Consortia complete Item 7 and/or Item 8.**

### Block 2: Impact of Services Ordered on Schools

IF THIS APPLICATION INCLUDES SCHOOLS...		BEFORE ORDER	AFTER ORDER
7a	Number of students to be served		6500
b	Telephone service: Number of classrooms with phone service	450	450
c	Dial-up Internet access: Number of connections (up to 56kbps)	0	0
d	Direct broadband services: Number of buildings served at the following speeds:		
	Less than 10 mbps	11	0
	Between 10 mbps and 200 mbps	0	11
	Greater than 200 mbps	0	0
e	Direct connections to the Internet: Number of drops	1	1
f	Number of classrooms with Internet access	450	450
g	Number of computers or other devices with Internet access	1300	1300

### Block 3: Impact of Services Ordered on Libraries

**NOT APPLICABLE AS THIS APPLICATION IS FOR DISTRICT**

Worksheet A No: 918081

Student Count: 6401

Weighted Product (Sum. Column 8): 4974.7

Shared Discount: 78%

1. School Name: BRADSHAW MOUNTAIN HIGH SCHOOL

2. Entity Number: 98727 NCES:

3. Rural/Urban: Rural

4. Student Count: 1229

5. NSLP Students: 446

6. NSLP Students/Students: 36.289%

7. Discount: 70%

8. Weighted Product: 860.3

9. Pre-K/Adult Ed/Juv: N

10. Alt Disc Mech: N

1. School Name: BRADSHAW MOUNTAIN HIGH SCHOOL EAST

2. Entity Number: 230172 NCES:

3. Rural/Urban: Rural

4. Student Count: 428

5. NSLP Students: 213

6. NSLP Students/Students: 49.766%

7. Discount: 80%

8. Weighted Product: 342.4

9. Pre-K/Adult Ed/Juv: N

10. Alt Disc Mech: N

1. School Name: BRADSHAW MOUNTAIN MIDDLE SCHOOL

2. Entity Number: 98728 NCES:

3. Rural/Urban: Rural

AR0034

4. Student Count: 628      5. NSLP Students: 414      6. NSLP Students/Students: 65.923%  
7. Discount: 80%      8. Weighted Product: 502.4  
9. Pre-K/Adult Ed/Juv: N      10. Alt Disc Mech: N

1. School Name: COYOTE SPRINGS ELEMENTARY SCH  
2. Entity Number: 98729      NCES:  
3. Rural/Urban: Rural  
4. Student Count: 747      5. NSLP Students: 351      6. NSLP Students/Students: 46.987%  
7. Discount: 70%      8. Weighted Product: 522.9  
9. Pre-K/Adult Ed/Juv: N      10. Alt Disc Mech: N

1. School Name: GLASSFORD HILL MIDDLE SCHOOL  
2. Entity Number: 98730      NCES:  
3. Rural/Urban: Rural  
4. Student Count: 730      5. NSLP Students: 456      6. NSLP Students/Students: 62.465%  
7. Discount: 80%      8. Weighted Product: 584  
9. Pre-K/Adult Ed/Juv: N      10. Alt Disc Mech: N

1. School Name: HUMBOLDT DISTRICT OFFICE ADMIN BLDG  
2. Entity Number: 235420      NCES:  
3. Rural/Urban: Rural  
4. Student Count: 0      5. NSLP Students: 0      6. NSLP Students/Students:  
7. Discount: 78%      8. Weighted Product: 0  
9. Pre-K/Adult Ed/Juv: N      10. Alt Disc Mech: N

1. School Name: HUMBOLDT ELEMENTARY SCHOOL  
2. Entity Number: 98731      NCES:  
3. Rural/Urban: Rural  
4. Student Count: 306      5. NSLP Students: 174      6. NSLP Students/Students: 56.862%  
7. Discount: 80%      8. Weighted Product: 244.8  
9. Pre-K/Adult Ed/Juv: N      10. Alt Disc Mech: N

1. School Name: HUSD NEW ELEMENTARY  
2. Entity Number: 16024746      NCES:  
3. Rural/Urban: Rural  
4. Student Count: 561      5. NSLP Students: 306      6. NSLP Students/Students: 54.545%  
7. Discount: 80%      8. Weighted Product: 448.8  
9. Pre-K/Adult Ed/Juv: N      10. Alt Disc Mech: N

1. School Name: LAKE VALLEY ELEMENTARY SCHOOL  
2. Entity Number: 98732      NCES:  
3. Rural/Urban: Rural  
4. Student Count: 515      5. NSLP Students: 392      6. NSLP Students/Students: 76.116%  
7. Discount: 90%      8. Weighted Product: 463.5  
9. Pre-K/Adult Ed/Juv: N      10. Alt Disc Mech: N

1. School Name: LIBERTY TRADITIONAL  
2. Entity Number: 225293      NCES:  
3. Rural/Urban: Rural  
4. Student Count: 637      5. NSLP Students: 340      6. NSLP Students/Students: 53.375%  
7. Discount: 80%      8. Weighted Product: 509.6  
9. Pre-K/Adult Ed/Juv: N      10. Alt Disc Mech: N

1. School Name: MOUNTAIN VIEW ELEMENTARY SCH  
2. Entity Number: 98734      NCES:  
3. Rural/Urban: Rural

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4. Student Count: 620	5. NSLP Students: 432	6. NSLP Students/Students: 69.677%
7. Discount: 80%	8. Weighted Product: 496	
9. Pre-K/Adult Ed/Juv: N	10. Alt Disc Mech: N	

## Block 5: Discount Funding Request(s)

FRN: 1623638 FCDL Date: 01/16/2008	
10. Original FRN:	
11. Category of Service: Telecommunications Service	12. 470 Application Number: 189210000610242
13. SPIN: 143025700	14. Service Provider Name: Conterra Ultra Broadband, LLC
15a. Non-Contracted tariffed/Month to Month Service:	15b. Contract Number: N/A
15c. Covered under State Master Contract:	15d. FRN from Previous Year:
16a. Billing Account Number: 11605459	16b. Multiple Billing Account Numbers?:
17. Allowable Contract Date: 01/17/2007	18. Contract Award Date: 02/07/2007
19a. Service Start Date: 07/01/2007	19b. Service End Date:
20. Contract Expiration Date: 06/30/2012	
21. Attachment #: 1	22. Block 4 Worksheet No.: 918081
23a. Monthly Charges: \$16,929.00	23b. Ineligible monthly amt.: \$0.00
23c. Eligible monthly amt.: \$16,929.00	23d. Number of months of service: 12
23e. Annual pre-discount amount for eligible recurring charges ( 23c x 23d): \$203,148.00	
23f. Annual non-recurring (one-time) charges: 0	23g. Ineligible non-recurring amt.: 0
23h. Annual pre-discount amount for eligible non-recurring charges ( 23f - 23g): \$0.00	
23i. Total program year pre-discount amount ( 23e + 23h): \$203,148.00	
23j. % discount (from Block 4): 78	
23k. Funding Commitment Request ( 23i x 23j): \$158,455.44	

FRN: 1623670 FCDL Date: 01/16/2008	
10. Original FRN:	
11. Category of Service: Internet Access	12. 470 Application Number: 189210000610242
13. SPIN: 143025700	14. Service Provider Name: Conterra Ultra Broadband, LLC
15a. Non-Contracted tariffed/Month to Month Service:	15b. Contract Number: N/A
15c. Covered under State Master Contract:	15d. FRN from Previous Year:
16a. Billing Account Number: 11605459	16b. Multiple Billing Account Numbers?:
17. Allowable Contract Date: 01/17/2007	18. Contract Award Date: 02/07/2007
19a. Service Start Date: 07/01/2007	19b. Service End Date:
20. Contract Expiration Date: 06/30/2012	
21. Attachment #: 2	22. Block 4 Worksheet No.: 918081
23a. Monthly Charges: \$2,750.00	23b. Ineligible monthly amt.: \$0.00
23c. Eligible monthly amt.: \$2,750.00	23d. Number of months of service: 12
23e. Annual pre-discount amount for eligible recurring charges ( 23c x 23d): \$33,000.00	
23f. Annual non-recurring (one-time) charges: 0	23g. Ineligible non-recurring amt.: 0
23h. Annual pre-discount amount for eligible non-recurring charges ( 23f - 23g): \$0.00	
23i. Total program year pre-discount amount ( 23e + 23h): \$33,000.00	

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23j. % discount (from Block 4): 78

23k. Funding Commitment Request ( 23i x 23j): \$25,740.00

## Block 6: Certifications and Signature

Do not write in this area.

Application ID:584367

Entity Number	143195	Applicant's Form Identifier	01-WAN
Contact Person	Ben Pielstick	Phone Number	928-759-4000

## Block 6: Certifications and Signature

24. ☒ I certify that the entities listed in Block 4 of this application are eligible for support because they are: (check one or both)
- a. ☒ schools under the statutory definitions of elementary and secondary schools found in the **No Child Left Behind Act of 2001, 20 U.S.C. Secs. 7801(18) and (38)**, that do not operate as for-profit businesses, and do not have endowments exceeding \$50 million; and/or
- b. ☐ libraries or library consortia eligible for assistance from a State library administrative agency under the Library Services and Technology Act of 1996 that do not operate as for-profit businesses and whose budgets are completely separate from any schools including, but not limited to elementary, secondary schools, colleges, or universities
25. ☒ I certify that the entity I represent or the entities listed on this application have secured access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity, necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that the entities I represent or the entities listed in this application have secured access to all of the resources to pay the discounted charges for eligible services from funds to which access has been secured in the current funding year. I certify that the Billed Entity will pay the non-discount portion of the cost of the goods and services to the service provider(s).

- |    |  |              |
|----|--|--------------|
| a. | Total funding year pre-discount amount on this Form 471 (Add the entities from Item 23i on all Block 5 Discount Funding Requests.)   | \$236,148.00 |
| b. | Total funding commitment request amount on this Form 471 (Add the entities from Items 23K on all Block 5 Discount Funding Requests.)   | \$184,195.44 |
| c. | Total applicant non-discount share (Subtract Item 25b from Item 25a.)  | \$51,952.56  |
| d. | Total budgeted amount allocated to resources not eligible for E-rate support   | \$350,000.00 |
| e. | Total amount necessary for the applicant to pay the non-discount share of the services requested on this application AND to secure access to the resources necessary to make effective use of the discounts. (Add Items 25c and 25d.)  | \$401,952.56 |
| f. | <input type="checkbox"/> Check this box if you are receiving any of the funds in Item 25e directly from a service provider listed on any Forms 471 filed by this Billed Entity for this funding year, or if a service provider listed on any of the Forms 471 filed by this Billed Entity for this funding year assisted you in locating funds in Items 25e. |              |

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26. ☒ I certify that all of the schools and libraries or library consortia listed in Block 4 of this application are covered by technology plans that are written, that cover all 12 months of the funding year, and that have been or will be approved by a state or other authorized body, and an SLD-certified technology plan approver, prior to the commencement of service. The plans are written at the following level(s):

- a. ☐ an individual technology plan for using the services requested in this application; and/or
- b. ☒ higher-level technology plan(s) for using the services requested in this application; or
- c. ☐ no technology plan needed; applying for basic local, cellular, PCS, and/or long distance telephone service and/or voice mail only.

27. ☒ I certify that I posted my Form 470 and (if applicable) made my RFP available for at least 28 days before considering all bids received and selecting a service provider. I certify that all bids submitted were carefully considered and the most cost-effective service offering was selected, with price being the primary factor considered, and is the most cost-effective means of meeting educational needs and technology plan goals.



28. ☒ I certify that the entity responsible for selecting the service provider(s) has reviewed all applicable FCC, state, and local procurement/competitive bidding requirements and that the entity or entities listed on this application have complied with them.

29. ☒ I certify that the services the applicant purchases at discounts provided by 47 U.S.C. Sec. 254 will be used solely for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. Sec. 54.500(k). Additionally, I certify that the Billed Entity has not received anything of value or a promise of anything of value, other than services and equipment requested under this form, from the service provider(s) or any representative or agent thereof or any consultant in connection with this request for services.

30. ☒ I certify that I and the entity(ies) I represent have complied with all program rules and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. There are signed contracts covering all of the services listed on this Form 471 except for those services provided under non-contracted tariffed or month-to-month arrangements. I acknowledge that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.

31. ☒ I acknowledge that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service, receive an appropriate share of benefits from those services.

32. ☒ I certify that I will retain required documents for a period of at least five years after the last day of service delivered. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts, and that if audited, I will make such records available to the Administrator. I acknowledge that I may be audited pursuant to participation in the schools and libraries program.

33. ☒ I certify that I am authorized to order telecommunications and other supported services for the eligible entity (ies) listed on this application. I certify that I am authorized to submit this request on behalf of the eligible entity (ies) listed on this application, that I have examined this request, that all of the information on this form is true and correct to the best of my knowledge, that the entities that are receiving discounts pursuant to this application have complied with the terms, conditions and purposes of this program, that no kickbacks were paid to anyone and that false statements on this form can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. Secs. 502, 503(b), or fine or imprisonment under the Title 18 of the United States Code, 18 U.S.C. Sec. 1001 and civil violations of the False Claims Act.

34. ☒ I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed, and will notify USAC should I be informed or become aware that I or any of the entities listed on this application, or any person associated in any way with my entity and/or entities listed on this application, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the schools and libraries support mechanism.

35. ☒ I certify that if any of the Funding Requests on this Form 471 are for discounts for products or services that

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contain both eligible and ineligible components, that I have allocated the cost of the contract to eligible and ineligible companies as required by the Commission's rules at 47 C.F.R. Sec. 54.504(g)(1),(2).

36. ☒ I certify that this funding request does not constitute a request for internal connections services, except basic maintenance services, in violation of the Commission requirement that eligible entities are not eligible for such support more than twice every five funding years beginning with Funding Year 2005 as required by the Commission's rules at 47 C.F.R. Sec. 54.506(c).
37. ☒ I certify that the non-discounted portion of the costs for eligible services will not be paid by the service provider. The pre-discount costs of eligible services features on this Form 471 are net of any rebates or discounts offered by the service provider. I acknowledge that, for the purpose of this rule, the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product constitutes a rebate of some or all of the cost of the supported services.

38. Signature of authorized person

39. Signature Date 2/8/2007

**The Americans with Disabilities Act, the Individuals with Disabilities Education Act and the Rehabilitation Act may impose obligations on entities to make the services purchased with these discounts accessible to and usable by people with disabilities.**

**NOTICE:** Section 54.504 of the Federal Communications Commission's rules requires all schools and libraries ordering services that are eligible for and seeking universal service discounts to file this Services Ordered and Certification Form (FCC Form 471) with the Universal Service Administrator. 47 C.F.R. § 54.504. The collection of information stems from the Commission's authority under Section 254 of the Communications Act of 1934, as amended. 47 U.S.C. § 254. The data in the report will be used to ensure that schools and libraries comply with the competitive bidding requirement contained in 47 C.F.R. § 54.504. All schools and libraries planning to order services eligible for universal service discounts must file this form themselves or as part of a consortium.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

The FCC is authorized under the Communications Act of 1934, as amended, to collect the information we request in this form. We will use the information you provide to determine whether approving this application is in the public interest. If we believe there may be a violation or a potential violation of any applicable statute, regulation, rule or order, your application may be referred to the Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing the statute, rule, regulation or order. In certain cases, the information in your application may be disclosed to the Department of Justice or a court or adjudicative body when (a) the FCC; or (b) any employee of the FCC; or (c) the United States Government is a party of a proceeding before the body or has an interest in the proceeding. In addition, consistent with the Communications Act of 1934, FCC regulations and orders, the Freedom of Information Act, 5 U.S.C. § 552, or other applicable law, information provided in or submitted with this form or in response to subsequent inquiries may be disclosed to the public.

If you owe a past due debt to the Federal government, the information you provide may also be disclosed to the Department of the Treasury Financial Management Service, other Federal agencies and/or your employer to offset your salary, IRS tax refund or other payments to collect that debt. The FCC may also provide the information to these agencies through the matching of computer records when authorized.

If you do not provide the information we request on the form, the FCC may delay processing of your application or may return your application without action.

The foregoing Notice is required by the Paperwork Reduction Act of 1995, Pub. L. No. 104-13, 44 U.S.C. § 3501, et seq.

Public reporting burden for this collection of information is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing, and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the reporting burden to the Federal Communications Commission, Performance Evaluation and Records Management, Washington, DC 20554.

**Please submit this form to:**

**AR0039**

**SLD-Form 471**  
**P.O. Box 7026**  
**Lawrence, Kansas 66044-7026**

**For express delivery services or U.S. Postal Service, Return Receipt Requested,  
mail this form to:**

**SLD Forms**  
**ATTN: SLD Form 471**  
**3833 Greenway Drive**  
**Lawrence, Kansas 66046**  
**(888) 203-8100**

Print

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**AR0040**





Universal Service Administrative Company

Schools and Libraries Division

# SELECTIVE REVIEW INFORMATION REQUEST (SRIR) FUNDING YEAR 2007

CASE # SR-2007-143195

To:	Ben Pichstick	From:	Jessica Olsen
Your Phone Number:	928-759-4000	My Phone Number:	973-581-5062
Your Fax Number:	928-759-4020	My Fax Number:	973-599-6515
Entity Name:	HUMBOLDT UNIV SCHOOL DIST 22	My E-Mail Address:	jolsen@sl.universalservice.org
Today's Date:	4/30/2007	Total Pages:	9
PLEASE RESPOND BY:	5/30/2007		
Form 471 Application Number(s):	584367, 585472		

**PLEASE CALL TO CONFIRM THAT  
THIS DOCUMENT HAS BEEN RECEIVED IN ITS ENTIRETY.**

It is important that we receive all of the information requested within **30** calendar days from the date of this document so that USAC may complete the review of your funding request(s). USAC urges you to carefully review your response before returning it to ensure that you have provided complete responses to all questions. Finally, note that USAC is unable to grant multiple or lengthy extensions to respond to this request for information.

(Part I) Competitive bidding and vendor selection processes, and  
(Part II) Information to support the certifications you made on FCC Form 471

**Who can respond to this request for information?**

This document requests information that must be provided by the applicant or by the applicant's authorized representative.

**How to respond**

Please send your responses to the questions outlined on the following pages to:

Via Fax:	Via Expedited Mail:	Via email:
Jessica Olsen PIA Selective Review 973-599-6515 (fax)	Jessica Olsen SLD 100 S. Jefferson Road Whippany, NJ 07981	jolsen@sl.universalservice.org

Thank you for your assistance as we work to assure the integrity of the Schools and Libraries Universal Service Support Mechanism. It is important that we receive all of the information requested within 30 calendar days. *A checklist of the items requested in this document is included on page 2.* If you have any questions with regard to this request or these worksheets, please contact the reviewer at the phone number or email address listed above.

### Selective Review Information Request Checklist

Please complete and return with your responses

Write on the first page of each document that you provide the FRN that each document supports.

Item #	Items to be returned to the E-Rate Reviewer	Document(s) Title & Corresponding FRN	Status
1	Item 25 Worksheet Summary (page 3)		<input type="checkbox"/> Enclosed
2	Signed & dated contracts and/or other agreements with service providers related to the Form(s) 471		<input type="checkbox"/> Enclosed <input type="checkbox"/> N/A
3	Request For Proposal (RFP) Please specify: Release date: mo ____ /day ____ /year ____ Due date: mo ____ /day ____ /year ____		<input type="checkbox"/> Enclosed <input type="checkbox"/> N/A
4	All bid responses received for all funding requests. If no bids were received for any of the funding requests, please list those here.		<input type="checkbox"/> Enclosed <input type="checkbox"/> N/A
5	Vendor selection process description (created during the bidding process)		<input type="checkbox"/> Enclosed <input type="checkbox"/> N/A
6	Was a consultant used relating to the planning, implementation and support of your E-Rate funding requests? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide a signed and dated Consultant Agreement(s) or Letter of Agency		<input type="checkbox"/> Enclosed <input type="checkbox"/> N/A
7	Correspondence between the consultant/service provider and the school/library regarding the competitive bidding process and the application process		<input type="checkbox"/> Enclosed <input type="checkbox"/> N/A
8	Organizational Structure, such as organizational flow chart, reporting structure, etc.		<input type="checkbox"/> Enclosed <input type="checkbox"/> N/A
9	Resource Plan and E-Rate Implementation Description (page 8)		<input type="checkbox"/> Enclosed
10	Technology Plan Support Request for FY 2007 (page 8) Indicate Technology Plan creation date here: Mo. ____ /day ____ /year ____		<input type="checkbox"/> Enclosed
11	Budget Information (page 8) (Approved operating budget or alternative budget documentation for FY 2007) Please check which you have provided: <input type="checkbox"/> Final and Approved budget for 2007-2008 <input type="checkbox"/> Letter and Budget Alternatives		<input type="checkbox"/> Enclosed <input type="checkbox"/> Final and Approved budget for 2007-2008 <input type="checkbox"/> Letter and Budget Alternatives
12	Selective Review Certification (page 9) (Include signature, title and dated.)		<input type="checkbox"/> Enclosed

### Item 25 WORKSHEET SUMMARY:

Complete and return to Schools and Libraries Division (See pages 5-7 for instructions)

Item 25 Worksheet Summary	Funding Year 2006 (07/01/06-06/30/07)	Funding Year 2007 (07/01/07-06/30/08)	
<b>Section I: Connectivity(see page 5)</b>			
<b>I-A. Commitment Amount Requested</b>			
• Telecom	1	\$317,901.26	
• Internet Access	2	\$25,740.00	
• Basic Maintenance of Internal Connections	3	\$0.00	
• Internal Connections	4	\$0.00	
<b>TOTAL</b>		<b>343,641.26</b>	
<b>I-B. Form 471 Applicant's Share</b>			
• Telecom	5	\$89,664.46	
• Internet Access	6	\$7,260.00	
• Basic Maintenance of Internal Connections	7	\$0.00	
• Internal Connections	8	\$0.00	
<b>TOTAL</b>		<b>96,924.46</b>	
<b>I-C. Amounts not covered by M-Rate</b>			
• Telecom	9	\$	
• Internet Access	10	\$	
• Basic Maintenance of Internal Connections	11	\$	
• Internal Connections	12	\$	
<b>Section II: Hardware (see page 6)</b>			
II-A. Number of Computers Connected	13a. #	13b. #	
II-B. Number of Servers Connected	14a. #	14b. #	
II-C. Number of Data/Voice Drops Installed	15a. #	15b. #	
II-D. Applicant Expenditure	16a. \$	16b. \$	
II-E. Contribution / In-Kind Donations	17a. \$	17b. \$	
<b>Section III: Professional Development (see page 6)</b>			
<b>III-A. Staff Training Hours (since 2002) (Total 100%):</b>			
0-4 Hrs. ___ %    5-14 Hrs. ___ %    15-24 Hrs. ___ %    25-49 Hrs. ___ %    50+ Hrs. ___ %			
III-B. Applicant Expenditure	20a. \$	20b. \$	
III-C. Contribution / In-Kind Donations	21a. \$	21b. \$	
<b>Section IV: Software (see page 6)</b>			
IV-A. Applicant Expenditure	23a. \$	23b. \$	
IV-B. Contribution / In-Kind Donations	24a. \$	24b. \$	
<b>Section V: Retrofitting (see page 6)</b>			
V-A. Applicant Expenditure	26a. \$	26b. \$	
V-B. Contribution / In-Kind Donations	27a. \$	27b. \$	
<b>Section VI: Maintenance (see page 6)</b>			
VI-A. Applicant Expenditure	29a. \$	29b. \$	
VI-B. Contribution / In-Kind Donations	30a. \$	30b. \$	
<b>Section VII: Technology Implementation Level (Enter Number of schools/libraries at each level from worksheet)</b>			
<b>Level 1 current:</b>	<b>Level 2 current:</b>	<b>Level 3 current:</b>	<b>Level 4 current:</b>
Level 1 by 6/30/08:	Level 2 by 6/30/08:	Level 3 by 6/30/08:	Level 4 by 6/30/08:

For Consortium applicants choosing to provide a response on a disaggregated basis:  
Block 4 Entity Name: \_\_\_\_\_ Entity Number: \_\_\_\_\_  
Item 25 Worksheet Summary page: \_\_\_\_\_ of \_\_\_\_\_

### Selective Review Overview

We are requesting and will be examining information for ALL Form(s) 471, listed on the cover page of this document, that were filed by the billed entity for the 2007-2008 funding year (Funding Year 2007). Please notify us if you have any additional Form(s) 471 for your Billed Entity number that we have not listed. Also, please include any applications that may have been filed under a different entity number, if that entity belongs to the Billed Entity (e.g., elementary schools within a School District that file their own applications in addition to the applications filed on their behalf by the School District or a Consortium. This review will include all of those applications as well).

This document is a quick tool to guide you with your Selective Review responses. For complete instructions and further information regarding the Selective Review process, USAC recommends you refer to <http://www.usac.org/sl/applicants/step08/undergo-selective-review>.

**Special note to Consortium applicants:** You have an option to provide us with the information requested below for the overall Consortium, or on a disaggregated basis with information pertaining to each individual entity listed on the Form(s) 471 Block 4 Worksheet C.

Please contact the Selective Review team if you need further assistance in responding to this request on a disaggregated basis or you may refer to <http://www.usac.org/sl/applicants/step08/undergo-selective-review> for additional information.

### Part I: Information Regarding your Competitive Bidding and Vendor Selection Process

For each of the following items we have outlined the requested documentation you will need to supply. **Please provide the information by funding request number (FRN) unless otherwise indicated.** In the event that a document (e.g., contract, RFP, bid response, etc.) applies to multiple FRNs, simply indicate on the first page of the document which FRN(s) is supported by the document. If for any reason you do not have any of the documentation requested below, you **MUST** provide a complete explanation for why it is missing.

#### **1) CONTRACTS AND/OR OTHER AGREEMENTS**

Signed and dated copies of any and all agreements related to each of the Form 471 funding request(s), including any and all contracts, agreements, Statements of Work, etc. ( **NOTE: COPIES OF STATE MASTER CONTRACTS ARE NOT REQUIRED IF YOU HAVE ALREADY SENT A COPY OF YOUR STATE MASTER CONTRACT. TELL YOUR REVIEWER THE TYPE OF DOCUMENT PROVIDED AND FORM 471 NUMBER, OR IF YOUR STATE MASTER CONTRACT IS LOCATED ON A WEBSITE, PLEASE PROVIDE US WITH THE WEBSITE URL.** )

#### **2) REQUESTS FOR PROPOSAL (RFP)**

Copies of any and all requests for proposals (RFPs), invitations to bid, requests for bids, or other documentation of bid requests for services and/or products requested, or other solicitations in any way associated with the applicant's funding request(s) and/or the selection of the service provider(s) that appear(s) on the applicant's funding request(s). Be sure to include

any and all amendments made to the original RFP. All RFPs should indicate when they were first made available to service providers, i.e., release and posting date as well as the due date for which bids must be submitted.

### **3) BID RESPONSES**

Indicate the number of bids/proposals received for all funding requests and provide complete copies of any and all proposals, bid responses, etc., received in response to the Form 470, and/or any RFP, or other solicitation in any way associated with the applicant's funding request and/or with the selection of the service provider that appears on the applicant's funding requests.. This information should be provided for all funding requests including tariff, month-to-month and contracted services.

### **4) VENDOR SELECTION PROCESS**

Provide all documentation created during the bid process that indicated how and why you selected the vendor. Include all bids that you received and any other bid documentation such as attendance sheets, correspondences to and from the bidding vendor and a description of your bid evaluation process. This information should be provided for all funding requests including tariff, month to-month and contracted services.

### **5) CONSULTING AGREEMENTS**

Please indicate if a consultant was used for the planning, implementation, and support of your E-rate funding request(s) and provide a signed and dated copy of any consulting agreement (s) or Letters of Agency. If a consultant was not used, please indicate as such.

### **6) CORRESPONDENCE**

Provide a copy of all correspondence between your entity and any service providers or consultants regarding the competitive bidding process and the application process.

### **7) ORGANIZATIONAL STRUCTURE**

If your organization functions in multiple capacities, such as consultant, service provider, and/or applicant, provide a copy of your organizational flow charts or budget clearly identifying your business functionality and reporting structure in the organization.

*If there is any other documentation that would be helpful to us in our review to ensure that you complied with the Commission's rules requiring a fair and open competitive bidding process, please provide that as well.*

## **Part II: Information Regarding Your Item 25 Certification**

To ensure that E-Rate funds are allocated appropriately, and in accordance with FCC Orders, each applicant is required to certify in Item 25 of the Form(s) 471 that: *"The school(s) or library(ies) I represent have secured access to all the resources, including computers, training, software, maintenance, and electrical connections necessary to make effective use of the services purchased as well as to pay the discounted charges for eligible services."*

### **1) Item 25 Worksheet Summary Instructions:** (for complete instructions:

<http://www.usac.org/sl/applicants/step08/undergo-selective-review>)

This part of the review is based on your ability to pay the non-discounted portion of the funding that you requested on your Form(s) 471. **Remember that the funds for your share of the E-rate**

cannot come directly or indirectly from your service provider.

### **Section I. Connectivity I-A, I-B, I-C.**

We combined the commitment amounts that you requested on your Form(s) 471, Block 5, Item 23k by service category (e.g., telecommunications, Internet access, internal connections, basic maintenance). We placed those sums next to the respective service category(ies). Please verify that these are the correct sums of the funding request amounts.

If you have determined a discrepancy due to:

- Funding Year 2007 Form(s) 471 contains duplication to account for Funding Year 2006 funding uncertainties; and/or

- You have identified additional Form (s) 471 not listed on this cover page of this document:

(1) make necessary adjustments to Subsections I-A and I-B to accurately reflect all Form(s) 471 filed by your billed entity, (2) initial it, and (3) in a separate attachment explain the adjustment when you return the worksheet.

### **Sections II through VI:**

#### **Hardware, Professional Development, Software, Retrofitting and Maintenance**

You will be asked for investment amounts in these areas for the prior Funding Year 2006 (July 1, 2006 through June 30, 2007) and also for the investment that coincides with Funding Year 2007 (July 1, 2007 through June 30, 2008). It is not initially necessary to document your estimates. However, in the event of a future audit, or depending on the results of our analysis, you may be asked to provide additional documentation to clarify or substantiate your estimates.

#### **Section II: Hardware**

	As of Today		As of June 30, 2008
Section II-A, 13a	Number of computers connected to the Internet	Section II-A, 13b	Number of computers to be connected to the Internet
Section II-B, 14a	Enter the number of servers connected to your network	Section II-B, 14b	Enter the number of servers scheduled to be connected to your network
Section II-C, 15a	Enter the number of data and/or voice drops that are currently installed	Section II-C, 15b	Enter the number of data and/or voice drops that are scheduled to be installed
	<b>Funding Year 2006</b>		<b>Funding Year 2007</b>
Section II-D, 16a	Estimate your total expenditures for hardware	Section II-D, 16b	Estimate your total expenditures for hardware
Section II-E, 17a	The value of in-kind hardware donations received	Section II-E, 17b	The value of in-kind hardware donations received

#### **Section III: Professional Development**

Professional Development, which is not eligible for E-rate discounts, is necessary to ensure that you are prepared to make effective use of purchased services. Professional development should provide for ongoing and sustained training for not just the technical staff, but teachers or librarians as well.

#### **Sections IV - VI: Software, Retrofitting, and Maintenance**

- **Applicant Expenditure Lines:** Enter your estimate the value of your E-rate non-eligible expenditure for software, retrofitting, maintenance for Funding Year 2006 ("a" column) and anticipated expenditures in Funding Year 2007 ("b" column).

- **Contribution/In-Kind Lines:** Enter your estimate value of any in-kind contributions/donation or pro-bono work for software, retrofitting, maintenance for Funding Year 2006 ("a" column) and anticipated contributions/donations Funding Year 2007 ("b" column).
- If you indicate zero dollars spent in any of the Software, Retrofitting or Maintenance categories, please provide a brief explanation in Resource Plan and E-Rate Implementation Description

### Section VII: Technology Implementation Level Worksheet

- In column (A), list the number of schools or libraries that currently fall into the technology levels described below.
- In column (B), indicate where you anticipate your schools/libraries to be, as a result of the technology requests you made on your Funding Year 2007 Form(s) 471.

If you are responding on behalf of a consortium, a school district or a library system that has schools or libraries (outlets/branches) at different levels, please list the number of sites that are at each level.

Please list the <i>number</i> of schools and libraries that are currently and <i>will</i> be at each level <i>after</i> the requested service are installed.		(A) Current Number of Schools/Libraries	(B) After 2007-2008 E-rate products/services are installed number of Schools/Libraries
<b>Level 1</b>	Phone Service, and Single Point Internet Access	Enter the above number in "Level 1 current:" on the Item 25 Worksheet.	Enter the above number in "Level 1 by 6/30/08:" on the Item 25 Worksheet.
<b>Level 2</b>	Phone Service and multiple computers connected directly to the Internet in a networked lab or single location in a single library.	Enter the above number in "Level 2 current:" on the Item 25 Worksheet.	Enter the above number in "Level 2 by 6/30/08:" on the Item 25 Worksheet.
<b>Level 3</b>	Phone Service and direct Internet connection on building LAN with some classrooms networked or distributed centers in a library.	Enter the above number in "Level 3 current:" on the Item 25 Worksheet.	Enter the above number in "Level 3 by 6/30/08:" on the Item 25 Worksheet.
<b>Level 4</b>	Phone Service, and direct Internet connection on building LAN with access from all classrooms or library centers.	Enter the above number in "Level 4 current:" on the Item 25 Worksheet.	Enter the above number in "Level 4 by 6/30/08:" on the Item 25 Worksheet.

**2) Resource Plan and E-Rate Implementation Description: (Submit a Narrative)**

Describe your overall strategy for implementing your E-rate requests this year, including any significant investment in technology prior to the Funding Year 2007. Please note if you have applied for matching funds or grants from other sources that have not been approved. Include all information about resources that you have available to make effective use of E-Rate funding. Give us an overall picture of what you are trying to accomplish so that we can better understand how the requested services will work in conjunction with the resources you have identified throughout this document.

If you have indicated zero dollars in Sections IV - VI: Software, Retrofitting, and Maintenance on the Item 25 worksheet, please explain or provide details as to why no investments are being made in those categories; (i.e. explain what retrofitting work has already occurred, what software you have on hand, if any maintenance contracts are still in place).

**3) TECHNOLOGY PLAN**

- Provide a copy of the written technology plan that covers Funding Year 2007 (July 1, 2007 through June 30, 2008) that supports and validates the services requested on your applications for Funding Year 2007, and that was in place at the time you filed your Form(s) 470 for FY 2007.
- Please indicate who created the Technology Plan and/or assisted you with the development (e.g. the School District, a consultant, an ESA, etc.) and who approved or will approve the Plan.

Your technology plan helps us better understand the resources that are available to support the funding requests that you have submitted on your Form(s) 471.

**4) OPERATING BUDGET**

**Final, Approved Operating Budget:**

Provide an approved 2007-2008 operating or facilities budget, including total revenues and expenses (covering Funding Year: July 1, 2007 - June 30, 2008) that documents your expenditures and ability to pay your share of the purchased products/services. **(YOU MUST INDICATE THE EXPENSE LINE(S) FROM WHICH YOUR E-RATE SHARE WILL BE PAID.)** If you provide a final approved budget, we may verify that budget with independent sources. Please indicate on the budget that it is final and approved.

**Alternatives to a Final, Approved Operating Budget:**

If a final, approved budget is not available or is still in the approval process, we will accept certain alternative documentation, please see to <http://www.usac.org/sl/applicants/step08/undergo-selective-review> for further details.



### Selective Review Information Request Completion Certification

Complete and return the enclosed Certification to the Schools and Libraries Division (SLD). If the applicant's authorized representative completed the information in this document, please *attach a copy of the letter of agency or other agreement* between the applicant and consultant authorizing them to act on the school or library's behalf. For the purposes of this form, in the Employer's Name field, a consultant should enter the name of his or her consulting firm. Please note that if an authorized representative signs this form, a signer of school or library official is also required in the space provided below.

SECTION 1: AUTHORIZED SIGNER INFORMATION			
Name of Authorized Signer <u>Ben Pielstick</u>		Title <u>Lead Information Services Specialist</u>	
Email Address <u>ben.pielstick@humboldtunified.com</u>		Telephone Office: (428) 759-5015 Fax: (428) 759-4620	
Authorized Signer's Employer's Name <u>Humboldt Unified School District</u>			
Employer's Street Address <u>8766 E. Hwy 61, Prescott Valley</u>		State <u>AZ</u>	Zip Code <u>86314</u>
SECTION 2: APPLICANT INFORMATION			
Billed Entity Name <u>HUMBOLDT UNIF SCHOOL DIST 22</u>		Billed Entity Number <u>143195</u>	
Funding Year 2007 Forms 471 Application Numbers: <u>584367, 585472</u>			
SECTION 3: CERTIFICATION STATEMENTS			
<ul style="list-style-type: none"> <li>I certify that I prepared the responses in this document on behalf of the above named entity.</li> <li>I certify that despite any budget deficits, fund-raising effort shortfalls, or other uncertainties we expect to be able to finance this budget.</li> </ul>			
Authorized Signer's Signature <u>[Signature]</u>		Date <u>9/30/07</u>	
Authorized School or Library Official's Signature		Date	
Title of Authorized School or Library Official			

The FCC's Fifth Report and Order (FCC 04-190) released on August 13, 2004, sets out document retention requirements for program participants. Failure to comply with these requirements will put your funding at risk.

Date: 5/31/07  
To: Ben Pielstick  
Entity: Humboldt Unif School Dist 22  
Fax #: 1-928-759-4020  
Sender: Jessica Olsen  
Phone: 973-581-5062  
Fax: 973-599-6515  
E-mail: jolsen@sl.universalservice.org  
Subject: Funding year 2007 E-Rate

\*\*\* \*\*

This fax is a follow up to the information you provided in reference to the E-Rate Selective Review Information Request Funding Year 2007. Please provide the information requested by the close of business 6/7/07. If we do not receive the information by that date, your application will be reviewed based on the information we currently have, which may impact the approval of your application.

**1) Hardware:**

- Please provide a one-page summary of the resources and strategies you have available for acquiring hardware.

District budget is allocated to Organizational Units individually to be used at the discretion of site administrators. This funding is used to purchase computers, network equipment, and other hardware at the site level.

- Please list the number of servers and network drops you are requesting in FY 2007.

0

- **Drops:** Please indicate how many of the requested drops are data drops and how many are voice drops. If voice drops are being requested, please indicate the number of wired voice terminals you will have at the end of FY2007. Please explain how you plan to utilize the drops within the next two years.

## **2) Professional development:**

- Please provide a one-page summary of the resources and strategies you have for technology professional development addressing the questions listed below.

Do you have a training staff?

No

Who provides the training?

IT staff

Who receives the training and what are they trained on?

Teachers/Staff, desktop applications and educational software

Is a train-the-trainer mode of training used?

No

Are there Education Service Agencies that provide training?

No

## **3) Software:**

- Please provide a one-page summary of the resources and strategies you have available for acquiring software.

District budget is allocated to Organizational Units individually to be used at the discretion of site administrators. This funding is used to purchase desktop computer software, educational software application licenses, and other software at the site level.

- List the software applications you currently have, both administrative and educational. Also, list any site licenses you may currently have as well as the software you plan on obtaining.

See "HUSD SW inventory.pdf"

## **4) Retrofitting:**

- Your investment in retrofitting appears low in relation to the level of network resources you are requesting. Have you already retrofitted your buildings for technology (after 1998)? If so, can you briefly document the dollar amount and/or the work done? Also please indicate if this is a relatively new school (past five years or so). If not, please provide a one-page summary of the resources and strategies you have available to retrofit your schools for technology.

As previously mentioned due to the nature of the funding requests submitted for this year's E-Rate cycle, absolutely no retrofitting whatsoever is required. Data facilities at all sites already exist and are operating on an existing Wide Area Network infrastructure. This is a result of the Arizona School Facilities Board project in conjunction with Qwest which provided retrofitting for all school IT facilities in the state of Arizona back in 2002.

NOTE: Retrofitting refers to removing asbestos, adding air conditioning, upgrading wiring, building server closets, knocking down or drilling through walls, or anything else done in order to prepare buildings for new technology.

**5) Maintenance:**

- Please document your plans for maintaining your equipment both old and new as well as ineligible hardware.
- Is the equipment under warranty?  
New computers receive a standard 3 year warranty
- Do you have a maintenance contract?  
Network devices are under a Cisco SmartNet contract. Additionally the district contracts with Insight to provide maintenance and support for Windows servers and network troubleshooting.
- Do you have a maintenance staff who maintains the equipment? If so please include their salaries on the Item 25 worksheet if you have not already done so.  
See "salaries.pdf"

**6) Budget:**

- The letter you provided for the budget was missing some of the elements listed in the paragraph below. Please be sure to include all 3 elements.
- Also, you will need to provide a High Level bill that shows both the Total Revenues and Total Expenses. Within that budget you will need to show where your E-Rate share can be found on the Expense side.

If a finalized operating budget for 2007-2008 is not available or in the early stages of an approval process, please provide a letter signed by a school or library official (superintendent, board president, chief business administrator). The letter should explain (1) what phase of the approval process you are in, (2) whether your share of funding is contingent on any outside action (e.g. voter approval, board approval, state legislation, etc.) and (3) whether in the absence of such outside approval, you anticipate being able to meet your share. Also make sure that the letter identifies the specific amount that you will have available to pay your share. For example, if you have \$100,000 that you will be putting in your budget, make sure that that is noted in the letter. In addition to that letter (and in lieu of a finalized budget) please provide one of the following as noted below:

- A draft budget for FY 2007-2008 showing both revenues and expenses, indicating where your portion of e-rate is included on the expense side of the budget.
- A resolution of a governing Board authorizing the filing of a Form(s) 471 for a given dollar amount, for given services and/or products, within a given timeframe. For us to consider such a resolution sufficient evidence that your entity has provided for payment of your share of E-rate, the resolution should specify the funding year, the fiscal year, or the school year during which the payment is authorized.
- If donations (or other dollars from any contributor) are a source of funding then one of the following two items must be provided

- 1) Historical Documentation indicating that funding has existed in prior years  
OR
- 2) Letter from a school official indicating:
  - Source of funding
  - Amount of funding
  - Explanation of why the entity has a reasonable expectation that it will receive such funding.

See "Budget.pdf"

- Note: if a final, approved budget **is** provided, we may verify that budget with independent sources.

If a final, approved budget is **not** available, we require a combination of a letter (described above) AND one of the bulleted examples above. We require **both**, **not** one or the other.

#### 7) RFP:

- I need to clarify which FRNs the RFP that you sent in with your response goes with. Was it intended for FRNs 1623638 and 1623670? Please clarify.  
Yes
- Please clarify what the correct due date was on the RFP provided. The date on the RFP says 1/23/07 and the date on your checklist was not clear.  
1/23 should be the correct date.
- For application 585472, FRN FRN 1624923 and 1624983, the referenced Form 470 indicated an RFP was used however one was not provided, please explain or provide the RFP.  
An RFP process was not used for these services as these service providers are covered under the Arizona state contract under which a bid process has already been conducted.
- **Is the Form 470 # 189130000618567 the establishing Form 470 for services on this FRN? Yes or No.**  
Yes
- **If No**, please provide the 15-digit Form 470 Number that established the bidding for the FRN. The establishing Form 470 is the specific Form 470, which was posted for that particular service for 28 days, and pursuant to which a contract was signed or an agreement was entered into. (If the Form 470 has not been certified please include a copy of the signed Form 470 Certification page with your response. Failure to provide a copy of the signed Form 470 Certification page will result in a denial of your funding request.)

**8) Contracts:**

- For FRN 1623638 and 1623670: The contract provided was not signed by your school. Only the vendor signed it. Do you have a copy of the contract signed by the school? Please see the certification needed below.  
See "Contract.pdf"

**9) Bids:**

- For FRN 1623638 and 1623670: Please provide copies of the following bids.

**Redacted**

See respective PDF files

- For FRN 1624923: Did you receive any bids? If yes, how many did you receive?  
Please provide copies.  
No bids were received, as such our existing service provider was selected
- For FRN 1624983: Did you receive any bids? If yes, how many did you receive?  
Please provide copies.  
No bids were received, as such our existing service provider was selected

## CERTIFICATION

I certify that I am authorized to make the representations set forth below on behalf of Humboldt Unif School Dist 22, the entity represented on this letter, and am the most knowledgeable person with regard to the information set forth herein. I certify that the contract referenced for Funding Request Number(s) (FRNs) 1623638, 1623670, meets my state or local procurement regulations or rules. I acknowledge that false statements can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001 and civil violations of the False Claims Act. I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_ day of \_\_\_\_\_, 2007 at \_\_\_\_\_[city],  
\_\_\_\_\_[state].

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Employer: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Address: \_\_\_\_\_

See "Certification.pdf"

Please call me if you have questions at 973-581-5062.

Thank you.

**Jessica Olsen**  
Selective Reviewer



## CERTIFICATION

I certify that I am authorized to make the representations set forth below on behalf of Humboldt Unif School Dist 22, the entity represented on this letter, and am the most knowledgeable person with regard to the information set forth herein. I certify that the contract referenced for Funding Request Number(s) (FRNs) 1623638, 1623670, meets my state or local procurement regulations or rules. I acknowledge that false statements can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001 and civil violations of the False Claims Act. I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on 7 day of Jan, 2007 at Prescott Valley [city],  
Arizona [state].

Signed: [Signature] Date: 7/6/07

Print Name: Ben Prestick

Title: Lead Information Services Spec.

Employer: HHS

Telephone Number: (928) 789-5815

E-mail Address: ben@humboldtunifed.com

Address: 8766 E. Highway 69  
Prescott Valley, AZ, 86314

## TITLE 7. EDUCATION

2. Conduct oral or written discussions with offerors concerning technical and price aspects of their proposals;
3. Afford offerors an opportunity to revise their proposals;
4. Compare the different price, quality, and contractual factors of the proposals submitted; or
5. Award a contract in which price is not the determining factor.

**Historical Note**

Adopted effective December 17, 1987 (Supp. 87-4). Amended effective March 21, 1991 (Supp. 91-1).

**R7-2-1042. Request for Proposals**

- A. Competitive sealed proposals shall be solicited through a request for proposals. A request for proposals shall set forth those factors listed in R7-2-1024(B) that are applicable and shall also state:
1. The type of services required and a description of the work involved;
  2. The type of contract to be used;
  3. An estimated duration that the service will be required;
  4. That cost or pricing data is required;
  5. That offerors may designate as proprietary portions of the proposals;
  6. That discussions may be conducted with offerors who submit proposals determined to be reasonably susceptible of being selected for award;
  7. The minimum information that the proposal shall contain;
  8. The closing date and time of receipt of proposals; and
  9. The relative importance of price and other evaluation factors.
10. Procurement of information systems and telecommunications systems shall include, as criteria in the request for proposal, evaluation factors of the total life cycle cost and application benefits of the information systems or telecommunication systems.
11. Procurement of earth-moving, material-handling, road maintenance and construction equipment shall include, as criteria in the request for proposal, evaluation factors of the total life cycle cost including residual value of the earth-moving, material-handling, road maintenance and construction equipment.
- B. A request for proposals shall be issued at least 14 days before the closing date and time for receipt of proposals unless a shorter time is determined necessary by the school district.
- C. Notice of the request for proposals shall be issued in accordance with R7-2-1022.
- D. Before submission of initial proposals, amendments to requests for proposals shall be made in accordance with R7-2-1026. After submission of proposals, amendments may be made in accordance with R7-2-1036(C).

**Historical Note**

Adopted effective December 17, 1987 (Supp. 87-4). Amended effective October 22, 1992 (Supp. 92-4).

**R7-2-1043. Pre-proposal conferences**

Pre-proposal conferences may be convened in accordance with R7-2-1025.

**Historical Note**

Adopted effective December 17, 1987 (Supp. 87-4).

**R7-2-1044. Late proposals, modifications or withdrawals**

- A. A proposal received after the closing date and time for receipt of proposals is late and shall not be considered except under the circumstances set forth in R7-2-1028(B). A best and final offer received after the closing date and time for receipt of best and final offers is late and shall not be considered except under the circumstances set forth in R7-2-1028(B).
- B. A modification of a proposal received after the closing date and time for receipt of proposals is late and shall not be considered except under the circumstances set forth in R7-2-1028(B).
- C. A modification of a proposal resulting from an amendment issued after the closing date and time for receipt of proposals or a modification or a proposal resulting from discussions during negotiations shall be considered if received by the closing date and time set forth in the amendment or by the closing date and time for submission of best and final offers, whichever is applicable. If the modifications described in this subsection are received after the respective date and time described in this subsection, the modifications are late and shall not be considered except under the circumstances set forth in R7-2-1028(B).
- D. A proposal may be withdrawn at any time before the closing date and time for receipt of best and final offers. Withdrawal of a proposal after submission of best and final offers is permissible only in accordance with R7-2-1049.

**Historical Note**

Adopted effective December 17, 1987 (Supp. 87-4).

**R7-2-1045. Receipt of proposals**

- A. Each proposal received shall be stamped with the time and date received and retained in a secure place until the closing date and time for receipt of proposals.
- B. Proposals shall be opened publicly at the time and place designated in the request for proposals in the presence of witnesses. The name of each offeror shall be publicly read and recorded, which record shall be retained by the school district. All other information contained in the proposals shall be confidential so as to avoid disclosure of contents prejudicial to competing offerors during the process of negotiation. Proposals and modifications shall be shown only to school district personnel having a legitimate interest in them or persons assisting the school district in evaluation.
- C. If only one proposal is received in response to a request for proposals, the school district shall follow R7-2-1032.

**Historical Note**

Adopted effective December 17, 1987 (Supp. 87-4).

**R7-2-1046. Evaluation of proposals**

- A. Proposals shall be based on the evaluation factors set forth in the request for proposals. Specific numerical weighting can be used.

sions may be permitted after submissions and before award for the purpose of obtaining best and final offers. The school district shall establish procedures and schedules for conducting discussions. Disclosure of 1 offeror's price to another and any information derived from competing proposals is prohibited. Any clarification of a proposal by the offeror shall be in writing. The school district shall keep a detailed record of all discussions.

**Historical Note**

Adopted effective December 17, 1987 (Supp. 87-4).

**R7-2-1048. Best and final offers**

If discussions are conducted pursuant to R7-2-1047, the school district shall issue a written request for best and final offers. The request shall set forth the date, time and place for the submission of best and final offers. Best and final offers shall be requested only once, unless the school district makes a determination that it is advantageous to the school district to conduct further discussions or change the school district's requirements. The request for best and final offers shall inform offerors that, if they do not submit a notice of withdrawal or a best and final offer, their immediate previous offer will be construed as their best and final offer.

**Historical Note**

Adopted effective December 17, 1987 (Supp. 87-4).

**R7-2-1049. Mistakes in proposals**

- A. Prior to the time and date set for receipt of best and final offers, any offeror may withdraw the proposal or correct any mistake by modifying the proposal.
- B. After receipt of best and final offers, an offeror may withdraw a proposal or correct a mistake in accordance with R7-2-1030(A) through R7-2-1030(F).

**Historical Note**

Adopted effective December 17, 1987 (Supp. 87-4).

**R7-2-1050. Contract Award**

- A. The school district shall award a contract to the offeror whose proposal is determined in writing to be most advantageous to the school district based on the factors set forth in the request for proposals. No other factors or criteria may be used in the evaluation. The amount of any applicable transaction privilege or use tax of a political subdivision of this state is not a factor in determining the most advantageous proposal if a competing offeror located outside this state is not subject to a transaction privilege or use tax of a political subdivision of this state. The procurement file shall contain the basis on which the award is made.
- B. Awards for procurement of information systems and telecommunications systems shall include as evaluation factors the total life cycle cost and application benefits of the information systems or telecommunications systems.
- C. Awards for procurement of earth-moving, material-handling, road maintenance and construction equipment shall include as evaluation factors the total life cycle cost including residual value of the earth-moving, material-handling, road maintenance and construction equipment.
- D. Unsuccessful offerors may be notified in writing of the award.
- E. After contract award the proposals shall be open for public inspection, except to the extent that the withholding of information is permitted or required by law. If the offeror designates a portion of its proposal as confidential, it shall isolate and identify in writing the confidential portions in accordance with R7-2-1005.

**Historical Note**

Adopted effective December 17, 1987 (Supp. 87-4).  
Amended effective October 22, 1992 (Supp. 92-4).

**SOLE SOURCE PROCUREMENTS**

**R7-2-1053. Sole source procurements**

- A. A contract may be awarded for a material, service or construction item without competition if the governing board determines in writing that there is only 1 source for the required material, service or construction item. The school district may require the submission of cost or pricing data in connection with an award under this Section. Sole source procurement shall be avoided, except when no reasonable alternative source exists. A copy of the written evidence and determination of the basis for the sole source procurement shall be retained in the procurement file by the school district.
- B. The school district shall, to the extent practicable, negotiate with the single supplier a contract advantageous to the school district.

**Historical Note**

Adopted effective December 17, 1987 (Supp. 87-4).

**EMERGENCY PROCUREMENTS**

**R7-2-1056. Emergency procurements**

- A. An emergency condition creates an immediate and serious need for materials, services, or construction that cannot be met through normal procurement methods and seriously threatens the functioning of the school district, the preservation or protection of property or the public health, welfare or safety. Some examples of emergency conditions are floods, epidemics, or other natural disasters, riots, fire or equipment failures.
- B. An emergency procurement shall be limited to the materials, services, or construction necessary to satisfy the emergency need.
- C. The governing board shall designate a board member or members or school district official or officials authorized to make emergency procurements, and may prescribe limiting factors including maximum spending limits with regard to emergency procurements.

**Historical Note**

Adopted effective December 17, 1987 (Supp. 87-4).

**R7-2-1057. Emergency procurement procedure**

- A. A school district initiating emergency procurement shall prepare a written statement documenting the basis for the emergency and the basis for the selection of the particular contractor. The statement shall be signed by the designated district official authorized to initiate emergency procurements.
- B. The designated board member or district official who makes an emergency procurement shall, at the 1st scheduled governing board meeting following the procurement, provide to the governing board a report concerning the emergency procurement including the following information:
  1. The basis for the emergency which necessitated the emergency procurement, and why it was impracticable to convene a meeting of the governing board;
  2. The basis for the selection of the particular contractor, including an explanation of how the procurement was made with as much competition as was practicable under the circumstances; and
  3. Why the price paid was reasonable.
- C. The information and documentation required in this Section shall be included in the procurement file.

**Historical Note**

Adopted effective December 17, 1987 (Supp. 87-4).

**SERVICES OF CLERGY, CERTIFIED PUBLIC ACCOUNTANTS, PHYSICIANS, DENTISTS AND LEGAL COUNSEL**



## Step 4: 28-Day Waiting Period

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Applicants must wait at least 28 days after the posting of the *Description of Services Requested and Certification Form* (Form 470) on USAC's website before executing any contracts, selecting a service provider, or signing and submitting the *Services Ordered and Certification Form* (Form 471).

To ensure a fair and open competition, service providers must be given a reasonable period of time to respond to a request for products and services. Federal Communications Commission rules require applicants to wait at least 28 days after the Form 470 request is posted to the USAC website before executing any contracts for contracted services, selecting a service provider for tariffed or month-to-month services, or signing and submitting Form 471. Your state or local procurement regulations may require a longer waiting period or impose additional requirements.

The Allowable Vendor Selection/Contract Date is calculated by USAC's system when a Form 470 is successfully data entered and POSTED to the USAC website. This date can be found on the Form 470 Receipt Notification Letter.

**NOTE:** If an applicant files a paper Form 470, USAC must successfully enter the data on the form in its system before it can be posted to the USAC website. If information necessary to complete data entry is missing or incomplete, USAC will attempt to reach the contact person named on the Form 470 to obtain the information needed for data entry. A paper Form 470 cannot be posted to the USAC website until all necessary information is obtained. Do not assume that the Allowable Vendor Selection/Contract Date is 28 days after the postmark date on the paper Form 470.

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Step 3	Open a Competitive bidding Process
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Step 5	Calculate the Discount Level
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## Step 4: Select the Most Cost-Effective Service Provider

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Applicants must select the most cost-effective provider of the desired products or services eligible for support, with price as the primary factor.

**Waiting Period.** At the conclusion of the 28-day waiting period after the *Description of Services Requested and Certification Form* (Form 470) is posted on the USAC website, the applicant may select a vendor for tariffed or month-to-month services or execute a contract for new contractual services.

**Bid Evaluation.** Applicants must construct an evaluation for consideration of bids received in response to the posting of the Form 470 that makes price the primary factor in the selection of a vendor.

**Contract Guidance.** Applicants may also choose vendors from a State Master Contract, execute multi-year contracts pursuant to a Form 470, and enter into voluntary contract extensions, but certain additional contract requirements apply. In all cases, applicants must comply with state and local procurement laws.

**Document Retention.** Applicants must save all documentation pertaining to the competitive bidding process and vendor selection for five years. Applicants must certify and acknowledge on the Form 470 and the *Services Ordered and Certification Form* (Form 471) that they may be audited and that they must retain all records that can verify the accuracy of information provided.

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Step 3    Open a Competitive bidding Process

Step 5    Calculate the Discount Level

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AR0061



## Schools & Libraries – Competitive Bidding Process

The competitive bidding process begins when an applicant posts the Form 470 to the USAC website and/or issues an RFP. The applicant must then wait 28 days after the Form 470 is posted or an RFP is issued (whichever is later) before selecting a service provider, ordering services and/or executing a contract.

### Conduct an open, fair competitive bidding process

- “Open” means that there are no secrets in the process and that all bidders have equal access to the same information.
- “Fair” means that all bidders are treated the same and that no bidder has privileged knowledge over the contents of the Request for Proposal (RFP) or the Form 470.

### Service provider involvement in the competitive bidding process

- Service provider involvement in the preparation or certification of the Form 470 or the vendor selection can taint the competitive bidding process and result in denials.
- Applicants cannot turn over their responsibility for ensuring a fair and open competitive bidding process to a service provider or a consultant acting on behalf of a service provider. Only applicants or authorized representatives can prepare, sign and submit (i.e., post to the website or file on paper) the Form 470 and certification.
- Listing a service provider representative as the Form 470 contact person and allowing the same service provider to participate in the competitive bidding process is a violation of FCC rules and will result in denial of funding.
- Service providers who bid on services must not participate in the evaluation process.

### Select the winning bid

- Price of the eligible products and services must be the primary factor under consideration when evaluating bids. It does not have to be the sole factor. Examples of relevant factors include: prior experience, personnel qualifications, management capability, environmental objectives, and the cost of ineligible goods and services.
- The selected bid must be cost-effective in comparison to prices available commercially. If you receive only one bid, it is not necessarily cost-effective.

### Retain all documents for a period of five years from the last date of service

- This includes:
  - Request For Proposal (RFP), with evidence of publication date
  - Bid evaluation matrix, criteria and weighting
  - Bid evaluation worksheets
  - All written correspondence with the service providers
  - All bids submitted, both winning and losing
  - Other documentation related to service provider selection

**For additional information, please use the USAC resources listed below:**

<b>28 Day Waiting Period:</b>	<a href="http://www.usac.org/sl/applicants/step04/28-day-waiting-period.aspx">http://www.usac.org/sl/applicants/step04/28-day-waiting-period.aspx</a>
<b>Competitive Process:</b>	<a href="http://www.usac.org/sl/applicants/step03/">http://www.usac.org/sl/applicants/step03/</a>
<b>Open &amp; Fair Bidding:</b>	<a href="http://www.usac.org/sl/applicants/step03/run-open-fair-competition.aspx">http://www.usac.org/sl/applicants/step03/run-open-fair-competition.aspx</a>
<b>Selecting Service Provider:</b>	<a href="http://www.usac.org/sl/applicants/step04/">http://www.usac.org/sl/applicants/step04/</a>

# The Path to Success (and Avoiding the Road to Denial)

## Training for Success

### September – October 2006

### Schools and Libraries Division

Washington, DC • Boston • Seattle • St. Louis • Atlanta • Houston • San Diego

[www.usac.org](http://www.usac.org)

# Competitive Bidding / 470

- Keep the following in mind when getting ready to file your Form 470
  - You will describe the services you are seeking on your Form 470 (and RFP, if using one)
  - You should be ready to accept bids when you post the Form 470 or release your RFP
  - Your 28 days starts when you post the 470 or issue the RFP, whichever is *later*
  - You should tailor your RFP to *your* needs and base it on *your* technology plan



## Selecting the Winning Bid

- **WAIT 28 DAYS** after your Form 470 is posted and your RFP is issued before:
  - Selecting your service provider, and
  - **THEN** sign a contract, and
  - **THEN** file your Form 471, and
  - **THEN** certify your Form 471
- **Refer to your 470 Receipt Notification Letter** for the allowable contract date

# State Master Contracts

AR0066

- Applicant files Form 470
  - Can use State Master Contract as a bid response
  - Contract Award date is date the applicant selected the State Master Contract as its winning bid
- State files Form 470
  - Applicants may cite that Form 470

# Program Compliance

Training for Success  
September – October 2006  
Schools and Libraries Division

Washington, DC • Boston • Seattle • St. Louis • Atlanta • Houston • San Diego

[www.usac.org](http://www.usac.org)

# Compliance Success

- **Competitive Bidding**
  - Award Contract after 28-day period
  - Able to demonstrate fair and open process
  - Properly documented evaluation process
- **Contracts**
  - Contracts meet Program requirements
  - State Master Contracts

## Form 470/RFP

- Form 470 indicates types of products and services ordered on the Form 471
- Form 470/RFP is based on tech plan
- Form 470 and RFP must be available for 28 days
- Define and document your evaluation process
- Indicates who will be receiving the services

# Form 470/RFP

## Mistakes Occur When...

- The “establishing” Form 470 service requested DOES NOT match services (and the service category) requested on Forms 471.
- Service description are not detailed enough for bidders to ask questions and formulate bids.
- All entities receiving services, including NIFs are NOT included.
- Contracts are awarded prior to 28-day posting period
- 470 doesn’t indicate that applicant is seeking voluntary contract extensions.
- Applicants don’t retain documentation of the process

# Keep dates in order

- Remember the correct order for dates:
  - Allowable Contract Date (28 days after 470)  
THEN
  - Contract Award Date  
THEN
  - Form 471 filing  
THEN
  - Form 471 Certification date  
ALL BEFORE
  - Window close

# Contracts

AR0072

- Contracts must be signed contract after your 28 days has elapsed but before you file your 471.
- Signed and dated by both parties (applicant and service provider).
- Be prepared to explain documents that don't look like a traditional contract.



# Contracts

AR0073

## Mistakes Occur When:

- Contracts are not signed and dated
- Contracts are signed/dated prior to the 28-day waiting period
- Contracts are signed/dated after the Form 471 certification postmark date
- Applicants didn't request the goods and services on the establishing Form 470.
- The contract DOES NOT cover the fund year

# State Master Contracts

- Applicant Files Form 470
  - Can use State Master contract as a bid response
  - Contract Award date is date the applicant selected the State Contract as their winning bid
- State Files Form 470
  - Applicants may cite that Form 470

## **Schools & Libraries - Application Do's and Don'ts**

### **APPLICANT CHECKLIST**

#### **Pre-Application Process**

- ✓ **DO** update your contact information with the Client Service Bureau (1-888-203-8100).
- ✓ **DO** make sure your technology plan covers the complete upcoming funding year.
- ✓ **DO** verify that your technology plan has the 5 required elements: Goals, Professional Development, Needs Assessment, Budget, and Evaluation Process.
- ✓ **DO** create or write your technology plan before filing the Form 470.
- ✓ **DO** have a USAC-certified technology plan approver certify your technology plan before services start.

#### **Form 470 and Competitive Bidding**

- ✓ **DO** list your requested services on your Form 470 — and your RFP if you have one.
- ✓ **DO** list your requested services in the correct categories of service (Telecommunications, Internet Access, Internal Connections, or Basic Maintenance of Internal Connections).
- ✓ **DO** mark the correct boxes in Block 2 for multi-year contracts and/or voluntary extensions.
- ✓ **DO** certify your Form 470 prior to the close of the Form 471 application window.
- ✓ **DO** ensure a fair and open competitive bidding process. All service providers must be treated equally and cannot be given biased or privileged knowledge of the bid.
- ✓ **DO** select the most cost-effective service provider, with price as the primary factor.
- ✓ **DO** keep ALL records relating to the bid evaluation process (correspondence with potential vendors, winning and losing bids, worksheets, evaluation criteria, contract, etc.). Note in a memo if one (or no) bids are received.
- ✓ **DO** remember that contracts must be signed and dated by the applicant before filing the Form 471. The service provider signature and date area not a program requirement.
- ✓ **DON'T** sign a contract until after the Form 470 has been posted for 28 days.
- ✓ **DON'T** allow a service provider that may bid on your services to fill out your Form 470.
- ✓ **DON'T** wait until the Form 471 window opens to file your Form 470.

#### **Form 471**

- ✓ **DO** verify that services ordered match the category requested on the correct Form 470.
- ✓ **DO** file separate Form 471 applications for Priority 1 services and Priority 2 services.
- ✓ **DO** read the Eligible Services List and request discounts only on eligible services.
- ✓ **DO** complete your Item 21 Attachment and include the pre-discount prices of the services.
- ✓ **DO** split out requests of questionable eligibility into separate Funding Request Numbers (FRNs).
- ✓ **DO** check your math. The Form 471 and the Item 21 attachment totals should match.
- ✓ **DO** file electronically and **DO** certify online before the close of the window.
- ✓ **DO** keep a record of postmark or electronic submission.

**For additional information, please use the USAC resources listed below:**

<b>Technology Plan Approvers:</b>	<a href="http://www.usac.org/sl/tools/reference/tech/default.asp">http://www.usac.org/sl/tools/reference/tech/default.asp</a>
<b>Form 470 Questions:</b>	<a href="http://usac.org/sl/applicants/step03/form470-filing-information.aspx">http://usac.org/sl/applicants/step03/form470-filing-information.aspx</a>
<b>Calculating Discount Levels:</b>	<a href="http://www.usac.org/sl/applicants/step05">http://www.usac.org/sl/applicants/step05</a>
<b>Form 471 Questions:</b>	<a href="http://www.usac.org/sl/applicants/step07">http://www.usac.org/sl/applicants/step07</a>